



TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL
PUBLIC HEARING NOTICE
DECEMBER 12, 2019, at 5:30 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum

B. Call to the Public – Mayor

A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

C. New Business Before Council - Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

C.1 Discussion only [Keith Dennis]: Discussion of 2020 Community Development Block Grant (CDBG)

Huachuca City
Public Hearing Regarding Use of CDBG Funds

Huachuca City is expected to receive approximately \$480,000 in FY20 federal Community Development Block Grant (CDBG) funds from the Arizona Department of Housing Regional Account. CDBG funds must be used to benefit low-to-moderate income persons and areas, alleviate sium and blight or address urgent needs. A public hearing will be held at 5:30PM on Thursday, December 12, 2019 at Town Hall, 500 N. Gonzales Boulevard, Huachuca City AZ 85616 to gather citizen input on the use of the CDBG funds. Examples of possible uses of CDBG funds include the following:

- 1) Public infrastructure (e.g., water, wastewater, street improvements);
- 2) Community facilities (e.g., parks, health clinics, libraries, senior or youth centers);
- 3) Housing (e.g., owner-occupied or multi-family rehab, utility connections on private property, new housing constructed by a non-profit);
- 4) Public services (e.g., paying the salary of an additional staff person to expand a Head Start program, purchasing a van to transport persons with disabilities, equipment and rent to start a new job training program); and
- 5) Economic development (e.g., a loan to a business for job creation, micro-enterprise development, acquisition of land for an existing business expansion).

For more information about the hearing, grievances, or the CDBG program; or to receive assistance in formulating prospective project ideas for presentation at the hearing contact the following:

Janine Rustine, Town Clerk
Huachuca City
500 N. Gonzales Boulevard
Huachuca City, AZ 85616
Phone: 520-456-1354

Persons with disabilities who require special accommodations may contact Janine Rustine at the above phone number or location at least 48 hours before the hearing.

D. Adjournment

Posted at 5:00 PM December 10, 2019 at the following locations:

Town Hall Bulletin Board 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Hall Lobby 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Website https://huachucacityaz.gov
Huachuca City U.S. Post Office 690 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Library 506 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Police Department 500 N. Gonzales Blvd. Huachuca City, AZ 85616

Ms. Janine Rustine

Town Clerk

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TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL
WORK SESSION NOTICE
DECEMBER 12, 2019, at 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum

B. Call to the Public – Mayor

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C. Unfinished Business before the Council – Mayor

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one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

D.1 Discussion Only [Mayor Wallace]: Town Fire Services Intergovernmental Agreement with Whetstone Fire. Other fire service options may be discussed.

E. Adjournment

Posted at 5:00 PM December 9, 2019 at the following locations:

Town Hall Bulletin Board 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Hall Lobby 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Website https://huachucacityaz.gov
Huachuca City U.S. Post Office 690 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Library 506 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Police Department 500 N. Gonzales Blvd. Huachuca City, AZ 85616

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TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL
PUBLIC MEETING NOTICE
DECEMBER 12, 2019, at 7:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum
- c. Invocation

Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.

B. Call to the Public – Mayor

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C. Consent Agenda - Mayor

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

- C.1 Consider approval of the minutes of the Council Work session held on November 14, 2019.**
- C.2 Consider approval of the minutes of the Council meeting held on November 14, 2019**
- C.3 Consider approval of the minutes of the Special Council meeting held on December 5, 2019.**
- C.4 Consider approval of the minutes of the Executive Session held on December 5, 2019.**
- C.5 Consider approval of the Payment Approval Report in the amount of \$ 175,368.01**
- C.6 Council acceptance of Jean Post letter of resignation from Planning & Zoning Committee.**
- C.7 Consider approval of payment of \$5580.00 to Elite Sales for landfill equipment repair.**
- C.8 Consider approval of payment of \$6575.00 to K12 Handhelds for library digital history project.**
- C.9 Consider approval of payment of \$7520.23 to Elite Sales to repair scraper seat suspension.**
- C.10 Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:
 - A. 1983 Dodge 4x4 VIN 1B7LW34W0DS486119****

D. Unfinished Business before the Council – Mayor

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E. New Business Before Council - Mayor

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E.1 Discussion and or/Action [Mayor Wallace]: Swearing in of new Town Councilmember Jean Post.

E.2 Discussion only [Mayor Wallace]: Presentation of plaques to Christmas Light Sponsors & parade collaboration

- Mr. Shed (Jim Goad)
- JD Rock & Sand
- Grasshopper
- Public Surplus
- Campstone Transfer (Parade Collaboration)

E.3 Discussion and or/Action [Mayor Wallace]: Recognition and welcome of Miriam Bear as new Town Police officer.

E.4 Discussion and or/Action [Steve Haymore]: November 2019 Town Finance Report

E.5 Discussion and or/Action [Keith Dennis]: Discussion of 2020 Community Development Block Grant (CDBG) process

E.6 Discussion and or/Action [Mayor Wallace]: Executive [closed] session, pursuant to A.R.S. 38-431.03(A)(1), for discussion and six month evaluation of the Town Clerk, Janine Rustine, job performance and salary. Any formal action to change employment terms would be taken in open session.

E.7 Discussion only [Mayor Wallace]: Closing comments and photo with departing Town Manager, Matthew Williams

E.8 Discussion and or/Action [Steve Palmer]: Presentation and Council consideration to accept the Town's Fiscal Year 2018-19 Audit.

E.9 Discussion only [Mayor Wallace]: Water/Sewer 3% utility rate increases effective January 1, 2020.

E.10 Discussion and or/Action [Mayor Wallace]: Selection of contractor for the emergency signal installation project from the following bid options:

- | | |
|---------------------|--------------|
| A. Mountain Power | \$158,551.12 |
| B. AJP Electric | \$259,010.00 |
| C. Contractors West | \$409,540.00 |

E.11 Discussion and or/Action [Mayor Wallace]: Approval of the Town's expense for the emergency signal project from the following bid options:

- | | |
|----------------------|--------------|
| A. Mountain Power | \$15,120.63 |
| B. AJP Electric | \$67,005.00 |
| C. Contractor's West | \$132,270.00 |

E.12 Discussion and or/Action [Mayor Wallace]: Selection of contractor for Highway User Revenue Fund [HURF] construction projects from the following options. Council may also select which of the individually quoted projects to have completed.

A. BNR Paving \$31,419.03 *(to complete all six projects)*

B. KE&G \$88,950.18 *(to complete all six projects)*

The six projects under consideration are: 1) Project Location: South side intersection of Howard & McCray Streets, Project Description: Remove & Repave; 2) Project Location: Behind Huachuca City Fire Station, Project Description: Remove & Repave; 3) Project Location: Skyline Drive, Project Description: Remove and Repave section of Skyline leading to landfill entrance; 4) Project Location: City Hall parking Lot, Project Description: Seal Coating & Crack Filling; 5) Project Location: Huachuca City Library Parking Lot Behind Senior Center, Project Description: Remove and Repave small section of parking lot; and 6) Project Location: In front of Huachuca City Library, Project Description: Install Parking Lot Drainage Concrete Catch Basin.

E.13 Discussion and or/Action [Mayor Wallace]: Adoption of Resolution No. 2019-35 approving a fee schedule for services related to the Town's Neighborhood Preservation and Vacant Property Registry Code.

E.14 Discussion and or/Action [Mayor Wallace]: Legacy Foundation Innovation Grant award for the Town Bus Line and Community Garden.

E.15 Discussion and or/Action [Manager Williams]: Adoption of Resolution No. 2019-32 approving an Intergovernmental Agreement with the City of Sierra Vista for Emergency Signal Maintenance.

E.16 Discussion and or/Action [Manager Williams]: Adoption of an agreement with the Sierra Vista Metropolitan Planning Organization [SVMPO] for annual Town matching funds.

E.17 Discussion and or/Action [Manager Williams]: Council consideration to continue using the current landfill cell or to begin the process of opening the new landfill cell.

E.18 Discussion and or/Action [Town Manager]: Council reconsideration of Resolution No. 2019-25, which approved installation of four stop signs at the intersection of Navajo & Mohave.

E.19 Discussion only [Mayor Wallace and Manager Williams]: The Town Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A)(1), to conduct Town Manager, Matthew Williams' exit employment interview.

F. Town Manager's Report

G. Items to be placed on future agendas

H. Reports of Current Events by Council

I. Adjournment

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Ms. Janine Rustine

Town Clerk

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TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL WORK SESSION
NOVEMBER 14, 2019 AT 6:30 PM
HUACHUCA CITY TOWN HALL
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum

The meeting was called to order at: 6:30 pm
The Pledge of Allegiance was led by: Mayor Wallace

Roll Call

<i>Individual</i>	<i>Position</i>	<i>Present</i>	<i>Absent</i>
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem	X	
Debra Trate	Councilor	X	
Christy Hirshberg	Councilor	X	
Joy Banks	Councilor	X	
Cynthia Butterworth	Councilor	X	
Matthew Williams	Town Manager	X	
Janine Collins	Town Clerk	X	
Thomas Benavidez	Town Attorney	X	

B. Call to the Public – Mayor

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Call to Public:

C. Unfinished Business before the Council – Mayor

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D. New Business Before the Council – Mayor

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D.1 Discussion Only [Mayor Wallace]: The Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A) (1) to conduct Council candidate interviews to fill the Council vacancy left by Walter Welsch.

Council candidate: Diane Hildebrandt

Council candidate: Barbara Bowden

Council candidate: Jean Post

Motion E.1: Open item for discussion only			Action: Open
Moved by: Mayor Wallace	Seconded by: Councillor Butterworth		

Questions:

1. Councilor Banks: Tell us about your motivation and reasons for seeking this appointment.
2. Councilor Butterworth's Question: This appointment will fill the vacant seat until November 2020. Please tell us what you bring to the table, so to speak, to help make us a better Town Council during your tenure.
3. Mayor ProTem Johnson: What do you think is the single greatest challenge facing our community today?
4. Mayor Wallace: Are there one or two things that you think the Town of Huachuca city government is doing well?
5. Councilor Hirshberg: Is there any specific one thing that you would hope to accomplish if you are appointed?
6. Councilor Trate: Assuming you are selected for this vacancy, and you choose not to run in the next election and you leave office, how might you use the experience of having been on the Council for those 12 months to help the Town and our citizens in other ways?

Jean Post:

1. I'm on the planning and zoning board and I enjoy it. I'm actively retired and would like to help the community in any way that I can.
2. I don't really know how to answer that because I don't know what the job entails. I have been in community management for the last 10 years of my career. I've learned so much at planning and zoning and figured why no.
3. I think you all have done a lot. We have to get our finances on track. I live in lower and we have a lot of drug problems down there but I don't know how to fix it.
4. I think when you brought in the manager and when you started getting finances in order, I would really like to see this city grow.
5. I can just tell you I will do the best I can. I'm pretty well versed in accounting and the computer and I'm just going to try to help.
6. I think I've helped a lot being on the Planning on Zoning. People come to me with questions and I help point them in the right direction. I think people in lower feel like they are not heard as much as they should be. I just try to be as honest and positive as I can.

Barbara Bowden:

1. I really like people and have been involved with a lot of community events, and I want to help motivate the community to improve itself.
2. I would like to see more community activity and involvement. I would like to see once a year or more a community beautification. I would like to see the Town grow bigger.
3. Finding a good town manager. Keeping things growing. Get people more interesting in the community.
4. I was impressed the last few years is how it the Town was in the red and now is in the black. I would like to see restaurants I would like to bring people from outside of the community to the Town.
5. I would like to see more people invested in the community.
6. I would be there to help, any questions, any advice, show how people what a nice place it is to live.

Diane Hildebrandt:

1. I felt that the Town needed someone to fill in the place and a friend suggested I consider it. I want to be a part of this community and want it to go in the right direction.
2. I bring experience in variety of industries. I am not afraid to make suggestions and bring different ideas to the table. I will say I am not interested in running for reelection next year.
3. The poverty in the area is the greatest challenge. We need better communication so the residents know of things to help.
4. I think it is moving in a better direction than it has in the past.
5. I hope to accomplish a lot with the council not just one thing.
6. I would continue to work with the groups that I already work with, I work with friends of the library and I volunteer at the senior center.

E. Adjournment

Motion: to Adjourn			Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor	Hirshberg	

Meeting Adjourned: 6:51 pm

Approved by Mayor Johann R. Wallace on December 12, 2019.

Mr. Johann R. Wallace
Mayor

Attest: _____
Ms. Janine Rustine,
Town Clerk

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on November 14, 2019. I further certify that the meeting was duly called and a quorum was present.

Ms. Janine Rustine,
Town Clerk



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
NOVEMBER 14, 2019 AT 7:00 PM
HUACHUCA CITY TOWN HALL
500 N. GONZALES BLVD.
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AGENDA

A. Call to Order – Mayor

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- b. Roll Call and Ascertain Quorum
- c. Invocation

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The meeting was called to order at: 7:02
The Pledge of Allegiance was led by: Mayor Wallace
The Invocation was offered by: None

Roll Call

Individual	Position	Present	Absent
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem	X	
Debra Trate	Councilor	X	
Christy Hirshberg	Councilor	X	
Joy Banks	Councilor	X	
Cynthia Butterworth	Councilor	X	

Matthew Williams	Town Manager	X	
Janine Rustine	Town Clerk	X	
Thomas Benavidez	Town Attorney	X	

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Call to Public:

1. **Bill Stein, 207 Dragoon St., Huachuca City AZ 85616:** R.V. living/renting, ordinances which stop people from living or renting out a R.V. would like to consider revising. Compliments to public works with fixing the water meter. Risk and cost to rezone, \$2k to rezone. Encourage you to reestablish the Industrial Building Authority. What is the current permit for burning.
2. **Chris McGee, 301 Navajo St., Huachuca City AZ 85616:** Why are there stop signs being put in lower Huachuca City. There doesn't need to be so many stop signs.
3. **Diane Hildebrandt, 175 N Skyline D229, Huachuca City AZ 85616:** Last day of the gift basket raffle on Saturday by the Friends of the Library.
4. **Pete Wambach, 116 E Yuma St., Huachuca City AZ 85616:** Water rate fees need to address how water is read.

C. Consent Agenda - Mayor

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

- C.1 **Consider approval of the minutes of the Council meeting held on October 24, 2019.**
- C.2 **Consider approval of the minutes of the Council work session held on October 24, 2019.**
- C.3 **Consider approval of the Payment Approval Report in the amount of \$ 82,735.94.**
- C.4 **Consider acceptance of Lt. Joe Glowacki's resignation from the PSPRS local board**

- C.5 Consider approval of payment of \$19,684.80 to Hugh A. Walker Enterprises for completion of geologic/groundwater data report for Town landfill.**
- C.6 Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:**
- A. Lot of brooms for street sweeper**
 - B. Lot of 10 R22.5 tires**

Motion C: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Trate	

Motion C:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

D. Unfinished Business before the Council – Mayor

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E.14 was moved to before E.1, 7:13pm

E.14 Discussion and/or Action [Town Attorney]: The Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A) (3) & (4), for legal advice and consultation

concerning the water rights adjudication in Maricopa County Case No. W1-11-0245 ["In Re the General Adjudication of All Rights to Use Water in the Gila River System and Source"]. After the executive session, the Council might take action to direct the Town's attorneys and authorize them to engage Chuck Dickens, a licensed geologist, to provide hydrogeological consulting services to support the Town's attorneys in their representation of the Town interests.

Motion E.14: Open item for discussion only		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Call to the Public, Bill Stein: I was told by a former Town clerk that a judge gave water rights the Town on the east range of Fort Huachuca.

Moved to go into Executive Session at 7:14 pm moved by Mayor Wallace and seconded by Mayor ProTem Johnson

Executive Session Ended at 7:45 pm moved by Mayor Wallace and seconded by Mayor ProTem Johnson

Mayor Wallace: After consultation there is no action to be taken.

E.1 Discussion and or/Action [Mayor Wallace]: Vote to select a candidate to fill the vacancy created by the passing of Walter Welsch. The selected candidate may be sworn in and may take their seat with the Council.

Motion E.1: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Roll Call Vote: if we get four votes for one person that person is selected

Jean Post:

Councilor Butterworth: No
 Councilor Banks: Yes
 Councilor Hirshberg: Yes
 Councilor Trate: Yes
 Mayor Wallace: No
 Mayor ProTem Johnson: Yes

Mayor Wallace: Since Jean Post is part of the P&Z board we will have to officially accept her resignation from the board before we can swear her in as a council member. The next P&Z meeting is December 4th.

Motion E.1: Jean Post will fill in vacant seat		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	Roll call vote: 4-2

E.2 Discussion and or/Action [Mayor Wallace]: Council recognition of Lieutenant Joseph Glowacki's service to the Town of Huachuca City.

Motion E.2: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Mayor Wallace: Thank you so much for all that you have done for this Town in you 22 years of service. You will be missed. I will let Donna Johnson present the plaque.

Mayor ProTem Donna Johnson: I'm going to miss you Joe.

Call to the Public, Bill Stein: Well deserved Joe, very much appreciated.

E.3 Discussion and or/Action October Town Finance Report [Spencer Forsberg]:

Motion E.3: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by	

Spencer Forsberg: Since this presentation is a bit earlier than our usual, two sets of numbers are not in and have been left blank on the print out. Just a reminder that this was our big month for quarterly expenses Whetstone Fire, SEACOM and we're had some large repairs this month. We moved some auction proceeds to the landfill fund since it was landfill equipment. We got our first part of the grant for the signal which was \$27,000.00.

Water: \$9,538.72

Sewer:\$ 4,235.51

Garbage: -\$2705.95

E.4 Discussion and or/Action [Mayor Wallace]: Council letter in support of the Town's USDA Equipment/Facilities grant application to help fund the purchase of two police vehicles.

Motion E.4: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councillor Butterworth	

Motion E.4:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.5 Discussion and or/Action [Mayor Wallace]: Council approval for street closures for Town Christmas Parade scheduled for December 14, 2019.

Motion E.5: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councillor Hirshberg	

Motion E.5:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.7 Discussion and or/Action [Manager Williams]: Adoption of Resolution No. 2019-32 approving an Intergovernmental Agreement with the City of Sierra Vista for Emergency Signal Maintenance

Motion E.7: Open item for discussion and/or action		Action: Moved to Dec
Moved by: Mayor Wallace	Seconded by:	

E.8 Discussion and or/Action [Mayor Wallace]: Council acceptance of resignation of Town Manager Matthew Williams with his last day of employment to be December 22, 2019.

Motion E.8: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councillor Banks	

Mayor ProTem Johnson: Mr. Williams did a great job for us and it's appreciated and I'm going to vote no just because I don't want you to leave.

Mayor Wallace: Thank you for everything.

Call to the Public, Mr. Stein: I hope you can find a town manager as good as the first one.

Motion E.8:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	4-1

E.9 Discussion and or/Action [Manager Williams]: Council approval of updates to the Town Manager's job description and job posting, and Council direction to begin the search for a new Town Manager.

Motion E.9: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Mayor Wallace: The job description has been updated by Mr. Williams.

Manager Williams: Several things were added and some I would recommend to delete. I did include the pay of managers in the state of the 9 smallest cities, they averaged \$90,477. Please get with me about any questions and comments so I can get this posted as soon as possible.

Motion E.9:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.10 Discussion and or/Action [Manager Williams]: Council approval of retention of Interim Public Management to assist with locating an Interim Town Manager.

Motion E.10: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councillor Banks	

Manager Williams: I would recommend you hire someone from this company, they are reliable and have qualified candidates. IPM's retainer fee for services is \$1,500.

Motion E.10:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.11 Discussion and or/Action [Manager Williams]: Council approval of exit interview format for the Town Manager.

Motion E.11: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councillor Hirshberg	

Mayor Wallace: It's a standard exit interview.

Motion E.11:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.12 Discussion and/or Action [Mayor Wallace]: CONSIDERATION AND POSSIBLE ADOPTION OF RESOLUTION NO, 2019-33 APPROVING THE SALE AND EXECUTION AND DELIVERY OF AN EXCISE TAX REVENUE OBLIGATION, TAXABLE SERIES 2019, EVIDENCING ALL OF THE INTERESTS OF THE HOLDER THEREOF IN A PURCHASE AGREEMENT FROM THE CITY; APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH PURCHASE AGREEMENT AND OTHER NECESSARY AGREEMENTS FOR SUCH SALE; DELEGATING AUTHORITY TO DETERMINE CERTAIN MATTERS AND TERMS WITH RESPECT TO THE FOREGOING AND DECLARING AN EMERGENCY.

Motion E.12: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councillor Banks	

Attorney Benavidez: This is just a standard resolution so we can get our bond.

Motion E.12:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councillor Banks	

E.13 Discussion and/or Action [Town Attorney]: The Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A) (3) & (4), for legal advice concerning the settlement agreement with Dusk till Dawn, financing and acquisition of the property.

Motion E.13: Open Item for discussion and/or action		Action: not opened
Moved by: Mayor Wallace	Seconded by:	

Attorney Benavidez: I don't think we need to do this I just wanted to have this just in case.

- F. Town Managers Report:** Flags went up for Veterans Day, Christmas lights will soon go up. HURF RFP went out, it will be open to December 6th. We will have the audit presentation at the council meeting in December. We will be closed for Thanksgiving and the day after. The December 12th meeting will be long starting at 5:30pm.
- G. Items to be placed on future agendas:** Ms. Post's resignation and swearing in,
- H. Reports of Current Events by Council:**
Ms. Banks: We will need an IGA with SVMPO.
Mayor Wallace: Last week I spoke to the schools National Honor Society, and for Veteran's Day I was the guest of Mayor Muller at their ceremony.
Joe Glowacki: It's been a long 22 years, I started here as a dispatcher. I applied for a part time dispatcher position and was offered a full time position during my interview. In '99 a position opened for an officer and I went to the academy. I thank everyone, it's been a great place to work. I will miss the people.
- I. Adjournment**

Motion: to Adjourn		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Meeting Adjourned: 8:29pm

Approved by Mayor Johann R. Wallace on December 12, 2019.

Mr. Johann R. Wallace
Mayor

Attest:

Ms. Janine Rustine,
Town Clerk

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on November 14. I further certify that the meeting was duly called and a quorum was present.

Ms. Janine Rustine,
Town Clerk



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL WORK SESSION
DECEMBER, 05, 2019 AT 6:00 PM
HUACHUCA CITY TOWN HALL
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum

Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.

The meeting was called to order at: 6:00PM
The Pledge of Allegiance was led by: Mayor Wallace

Roll Call

Individual	Position	Present	Absent
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem	X	
Debra Trate	Councilor		X
Christy Hirshberg	Councilor		X
Joy Banks	Councilor	X	
Cynthia Butterworth	Councilor	X	
Matthew Williams	Town Manager	X	

Janine Rustine	Town Clerk		X
Thomas Benavidez	Town Attorney	X	

B. Call to the Public – Mayor

A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

Call to Public: none

C.1 Business Before the Council - Mayor

C.1 Discussion and/or Action [Town Attorney]: The Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A) (1), for the purposes of interviewing Interim Town Manager candidates

Motion C.1: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Johnson	

Entered into Executive session: 6:02 pm: Moved by Mayor Wallace seconded by Mayor ProTem Johnson

Out of executive session 7:28 pm: Moved by Mayor Wallace seconded by Mayor ProTem Johnson

C.2 Discussion and/or Action [Town Attorney]: The Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A) (3) & (4), for legal advice concerning the settlement agreement with Dusk till Dawn, financing and acquisition of the property.

C.2. Not discussed

C.3 Discussion and/or Action [Town Attorney]: CONSIDERATION AND POSSIBLE ADOPTION OF RESOLUTION NO. 2019-34 REVOKING RESOLUTION NO. 2019-33 AND INSTEAD APPROVING THE SALE AND EXECUTION AND DELIVERY OF AN EXCISE TAX REVENUE OBLIGATION, TAXABLE SERIES 2019, EVIDENCING ALL OF THE INTERESTS OF THE HOLDER THEREOF IN A PURCHASE AGREEMENT FROM THE CITY; APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH PURCHASE AGREEMENT AND OTHER NECESSARY AGREEMENTS FOR SUCH SALE; DELEGATING AUTHORITY TO DETERMINE CERTAIN MATTERS AND TERMS WITH RESPECT TO THE FOREGOING AND DECLARING AN EMERGENCY

Motion C.3: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Banks	

Manager Williams: This just gives us flexibility if anything happens with the financing. Hopefully everything continues to go well but this gives us the flexibility if anything happens.

Councilor Butterworth: What is getting taxed?

Manager Williams: It's sales tax. We do plan on leasing the building so that should pay for the payments.

Motion C.3:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

C.4 Discussion and/or Action [Mayor Wallace]: Town Council may choose a candidate to fill the Interim Town Manager position. Council may also direct the Town Manager to negotiate a contract with Interim Public Management, not to exceed \$40,000, plus travel and lodging expenses.

Motion C.4: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Mayor Wallace: Is everyone ok with going with the highest rated candidate?
After calculating the interview totals the candidate with the highest score is Eric Duthie.

Motion C.4:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councillor Banks	3-1

D. Adjournment

Motion: to Adjourn		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor Protem Johnson	

Meeting Adjourned: 7:44

Approved by Mayor Johann R. Wallace on January 9th, 2020.

Mr. Johann R. Wallace
Mayor

Attest: _____
Ms. Janine Rustine,
Town Clerk

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on December 5, 2019. I further certify that the meeting was duly called and a quorum was present.

Ms. Janine Rustine,
Town Clerk

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1022250							
CopperPoint Mutual Insurance	1012488088	Workmans Comp	11/01/2019	1,888.00	1,888.00	11/13/2019	
CopperPoint Mutual Insurance	1012494857	Workmans Comp	12/01/2019	4,063.40	.00		
Total 1022250:				5,741.40	1,888.00		
1022500							
Cigna Healthcare (FACETS Plans	EFT11202019	Employee Health Insurance	11/20/2019	12,932.53	12,932.53	11/22/2019	
Total 1022500:				12,932.53	12,932.53		
1022510							
Principal Life Insurance Co	1080791/11172	employee benefit	11/17/2019	807.84	807.84	11/21/2019	
Sun Life Financial	900791/111120	employee dental	11/11/2019	10.27	10.27	11/19/2019	
Sun Life Financial	900791/111120	administrative fee	11/11/2019	10.00	10.00	11/19/2019	
Total 1022510:				828.11	828.11		
1022520							
AFLAC	480879	Payroll Deduction	11/22/2019	293.32	293.32	11/22/2019	
Total 1022520:				293.32	293.32		
1022540							
Vision Service Plan	807909844	Vision Ins./30 049730 0001	11/18/2019	171.69	171.69	12/04/2019	
Total 1022540:				171.69	171.69		
1022550							
UNUM Life Ins. Co. of America	0012/11112019	Employee Life/AD&D Ins./080830	11/11/2019	197.38	197.38	11/13/2019	
Total 1022550:				197.38	197.38		
1022700							
LegalShield	0104832/11202	employee benefit	11/20/2019	15.95	.00		
Total 1022700:				15.95	.00		
1042220							
Benavidez Law Group, P.C.	69815	Attorney Fees	11/13/2019	2,792.50	2,792.50	11/19/2019	
Total 1042220:				2,792.50	2,792.50		
1042530							
Antelope Run Electric, Inc.	11881	Material Christmas Light Poles	11/27/2019	2,610.00	.00		
Total 1042530:				2,610.00	.00		
1043100							
Interim Public Management, LLC	2369	Retainer-Interim Town Manager	11/19/2019	1,500.00	1,500.00	11/21/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1043100:				1,500.00	1,500.00		
1043280							
Herald Review Media	499184/101948	Ordinance #2019-14 Admin & Per	10/31/2019	495.69	495.69	11/13/2019	
Total 1043250:				495.69	495.69		
1043271							
AT&T	9001/11042019	Phone Service	11/04/2019	632.00	632.00	11/13/2019	
Total 1043271:				632.00	632.00		
1043290							
Wist Office Products	1948668	Paper Clips, Desktop Calculator,	11/08/2019	520.08	520.08	11/19/2019	
Wist Office Products	1950180	Paper Clips	11/13/2019	14.40	14.40	11/22/2019	
Total 1043290:				534.48	534.48		
1043340							
Southwest Gas Corporation	12032019	Utility Service-Gas	12/03/2019	53.15	.00		
S.S.V.E.C	11062019	Town Hall	11/06/2019	392.36	392.36	11/13/2019	
Total 1043340:				445.51	392.36		
1043360							
AZ Department of Corrections	D08106201810	Inmate Transportation Cost	12/02/2019	6.01	.00		
AZ Department of Corrections	D08107201810	Inmate Transportation Cost	11/12/2019	9.71	9.71	11/14/2019	
AZ Department of Corrections	D08107201811	Inmate Labor	11/18/2019	11.73	11.73	11/19/2019	
AZ Department of Corrections	D08107201811	Inmate Transportation Cost	12/02/2019	9.61	.00		
AZ Department of Corrections	D08107201811	Inmate Labor	12/03/2019	9.14	.00		
Total 1043360:				46.20	21.44		
1043480							
Clark Information Systems	131821	Internet Service	11/27/2019	89.95	89.95	12/04/2019	
Caselle, Inc	98191	Contract Support	11/01/2019	712.00	712.00	11/13/2019	
Total 1043480:				801.95	801.95		
1043500							
Arizona Comfort Systems Heating	14448481	Repair Heating Unit	11/22/2019	325.50	325.50	11/22/2019	
Truly Nolen Branch 025	250140288	Pest Control	11/13/2019	44.00	44.00	11/19/2019	
Wells Fargo Remittance Center	CS526494	POW 3'x5'	10/30/2019	153.45	153.45	11/19/2019	
Antelope Run Electric, Inc.	11860	Electrical Repair Town Christmas	11/27/2019	2,049.45	.00		
Antelope Run Electric, Inc.	11862	Replace Ballast in City Hall	11/27/2019	272.67	.00		
Total 1043500:				2,846.07	522.95		
1043650							
Haymore & Forsberg CPA	3003	Accounting Services	12/02/2019	1,625.00	1,625.00	12/04/2019	
HintonBurdick, PLLC	213404	Audit Service/Admin	10/31/2019	4,162.50	4,162.50	11/19/2019	
Total 1043650:				5,787.50	5,787.50		
1043680							
Arizona Secretary of State's Office	JANINE COLLI	Recertification Training-For Elect	12/02/2019	50.00	50.00	12/04/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1043660:				50.00	50.00		
1043705							
Copygraphix	25872548	Copy Machine Lease/Town Hall	11/06/2019	381.70	381.70	11/19/2019	
Total 1043705:				381.70	381.70		
1043840							
Wells Fargo Bank	11082019	Remote Deposit Check Scanner	11/08/2019	848.36	848.36	11/21/2019	
Total 1043840:				848.36	848.36		
1045120							
Benavidez Law Group, P.C.	69615	Prosecution Fees	11/13/2019	330.00	330.00	11/19/2019	
Total 1045120:				330.00	330.00		
1045250							
Aaron Parr	11152019	Alternate Magistrate Reimburse	11/15/2019	120.00	.00		
Total 1045250:				120.00	.00		
1045810							
Cochise County Sheriff's Dept	REFHUAPD10	Inmate Housing	11/12/2019	636.12	636.12	11/14/2019	
Total 1045810:				636.12	636.12		
1048101							
Sentinel Technologies, Inc.	M360400	IT-Managed Services Agreement	11/19/2019	1,967.50	.00		
Total 1048101:				1,967.50	.00		
1048275							
Verizon Wireless	9841626523	cell phones	11/07/2019	1,699.45	1,699.45	11/19/2019	
Wells Fargo Remittance Center	111325614374	3 Pixel Screen Protectors & 6 Cas	10/17/2019	302.94	302.94	11/19/2019	
Total 1048275:				2,002.39	2,002.39		
1051102							
Aadland, Graves & Associates	1838	Psychological Exam For Bear-Ne	06/20/2019	295.00	295.00	11/19/2019	
Total 1051102:				295.00	295.00		
1051240							
Benavidez Law Group, P.C.	69615	Prosecution Fees	11/13/2019	330.00	330.00	11/19/2019	
Total 1051240:				330.00	330.00		
1051271							
AT&T	9001/11042019	Phone Service	11/04/2019	69.94	69.94	11/13/2019	
AT&T	9001/11092019	Phone Service	11/09/2019	50.47	50.47	11/18/2019	
CenturyLink	11072019	Phone Service	11/07/2019	251.79	251.79	11/19/2019	
Total 1051271:				372.20	372.20		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1051295							
Wicked Limitz Graphics	46971	Retirement Plaque For J. Glowack	11/05/2019	33.77	33.77	11/14/2019	
Total 1051295:				33.77	33.77		
1051340							
Southwest Gas Corporation	12032019	Utility Service-Gas	12/03/2019	53.14	.00		
S.S.V.E.C	11082019	Police Dept	11/06/2019	332.05	332.05	11/13/2019	
Total 1051340:				385.19	332.05		
1051390							
AZ Department of Corrections	D08106201910	Inmate Transportation Cost	12/02/2019	6.01	.00		
AZ Department of Corrections	D08107201910	Inmate Transportation Cost	11/12/2019	9.70	9.70	11/14/2019	
AZ Department of Corrections	D08107201911	Inmate Labor	11/18/2019	11.74	11.74	11/19/2019	
AZ Department of Corrections	D08107201911	Inmate Transportation Cost	12/02/2019	9.61	.00		
AZ Department of Corrections	D08107201911	Inmate Labor	12/03/2019	9.15	.00		
Total 1051390:				46.21	21.44		
1051460							
Wells Fargo Remittance Center	9563952	200 Foot Rope	10/31/2019	117.90	117.90	11/19/2019	
Total 1051460:				117.90	117.90		
1051470							
Gardner's Garage	03P1419	Vehicle Maint	11/08/2019	299.98	299.98	11/19/2019	
Gardner's Garage	03P1466	Vehicle Maint	11/22/2019	161.25	.00		
Total 1051470:				461.23	299.98		
1051505							
Ginger's Auto Title Service	11272019	Title Transfer 1988 Linc	11/27/2019	9.00	.00		
Freedom Towing & Hauling	002142	Impound Vehicle	10/24/2019	140.00	140.00	11/14/2019	
Freedom Towing & Hauling	002174	Towing Fees	10/12/2019	120.00	120.00	11/19/2019	
Freedom Towing & Hauling	002195	Impound Vehicle	11/23/2019	160.00	.00		
Total 1051505:				429.00	260.00		
1051660							
Wells Fargo Remittance Center	748802996534	Hotel For D. Johnson For PSPRS	10/11/2019	100.30	100.30	11/19/2019	
Whetstone Fire District	2019-21	CPR Cards	11/14/2019	100.00	100.00	11/14/2019	
Total 1051660:				200.30	200.30		
1051705							
Copygraphix	25894277	Copy Machine Lease/Police Dept	11/11/2019	211.69	211.69	11/19/2019	
Total 1051705:				211.69	211.69		
1052470							
The UPS Store #516	9664	Graphic Design & File Set-Up Fee	11/16/2019	61.49	61.49	12/05/2019	
Gardner's Garage	03P1473	Vehicle Maint-Wiring, Spotlight &	11/29/2019	42.50	.00		
Total 1052470:				103.99	61.49		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1053340							
Southwest Gas Corporation	12032019	Utility Service-Gas	12/03/2019	78.83	.00		
S.S.V.E.C	11062019	Fire Station	11/06/2019	519.17	519.17	11/13/2019	
Total 1053340:				598.00	519.17		
1054360							
SW Building Inspection Service	9589	Contract Services	11/30/2019	4,200.00	.00		
Total 1054360:				4,200.00	.00		
1057110							
Cintas Corporation No. 445	4035259938	Uniform and Rentals/Public Works	11/18/2019	19.81	19.81	11/19/2019	
Cintas Corporation No. 445	4035910701	Uniform and Rentals/Public Works	11/25/2019	25.28	.00		
Cintas Corporation No. 445	4036396900	Uniform and Rentals/Public Works	12/02/2019	25.14	.00		
Total 1057110:				70.23	19.81		
1057340							
S.S.V.E.C	11062019	street lights	11/06/2019	2,505.82	2,505.82	11/13/2019	
Total 1057340:				2,505.82	2,505.82		
1057360							
AZ Department of Corrections	D08106201910	Inmate Transportation Cost	12/02/2019	24.04	.00		
AZ Department of Corrections	D08107201910	Inmate Transportation Cost	11/12/2019	38.82	38.82	11/14/2019	
AZ Department of Corrections	D08107201911	Inmate Labor	11/18/2019	46.94	46.94	11/19/2019	
AZ Department of Corrections	D08107201911	Inmate Transportation Cost	12/02/2019	38.44	.00		
AZ Department of Corrections	D08107201911	Inmate Labor	12/03/2019	36.58	.00		
Total 1057360:				184.82	85.76		
1057475							
Senergy Petroleum LLC	586223	Diesel #2	11/06/2019	41.33	41.33	11/13/2019	
Senergy Petroleum LLC	586126	Diesel #2	11/13/2019	44.48	44.48	11/14/2019	
Senergy Petroleum LLC	591352	Diesel #2	11/28/2019	45.90	.00		
Total 1057475:				131.69	85.79		
1057610							
Elite Sales and Service, LLC	18147	Repair D-1	11/28/2019	3,779.96	.00		
Wells Fargo Remittance Center	9562397	American Flag Kit	10/31/2019	172.71	172.71	11/19/2019	
Wells Fargo Remittance Center	SO6680884	Brackets Street Poles, Steel Strap	11/01/2019	116.36	116.36	11/19/2019	
Total 1057610:				4,069.03	289.07		
1058340							
S.S.V.E.C	11062019	Pool	11/06/2019	483.00	483.00	11/13/2019	
Total 1058340:				483.00	483.00		
1060460							
Wells Fargo Remittance Center	INV-021377	Christmas Lights Decoration	11/07/2019	1,854.00	1,854.00	11/19/2019	
Total 1060460:				1,854.00	1,854.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1062271							
AT&T	3001/11042019	Phone Service	11/04/2019	49.25	49.25	11/13/2019	
CenturyLink	11072019	Phone Service	11/07/2019	119.65	119.65	11/19/2019	
Total 1062271:				168.90	168.90		
1062340							
Southwest Gas Corporation	12032019	Utility Service-Gas	12/03/2019	70.59	.00		
S.S.V.E.C	11062019	Library	11/06/2019	661.30	661.30	11/13/2019	
Total 1062340:				731.89	661.30		
1062366							
AZ Department of Corrections	D08106201910	Inmate Transportation Cost	12/02/2019	12.02	.00		
AZ Department of Corrections	D08107201910	Inmate Transportation Cost	11/12/2019	19.41	19.41	11/14/2019	
AZ Department of Corrections	D08107201911	Inmate Labor	11/18/2019	23.47	23.47	11/19/2019	
AZ Department of Corrections	D08107201911	Inmate Transportation Cost	12/02/2019	19.22	.00		
AZ Department of Corrections	D08107201911	Inmate Labor	12/03/2019	18.29	.00		
Total 1062366:				92.41	42.88		
1062460							
Wells Fargo Remittance Center	CS528489	POW 3'x5'	10/30/2019	80.83	80.83	11/19/2019	
Total 1062460:				80.83	80.83		
1062705							
Copygraphix	25966365	Copy Machine Lease/Library	11/22/2019	372.59	372.59	12/04/2019	
Total 1062705:				372.59	372.59		
1068290							
Wells Fargo Remittance Center	02842	Sodas, Cookies, Snacks-Senior C	10/23/2019	54.23	54.23	11/19/2019	
Total 1068290:				54.23	54.23		
1068340							
Southwest Gas Corporation	12032019	Utility Service-Gas	12/03/2019	56.07	.00		
S.S.V.E.C	11062019	Senior Center	11/06/2019	233.57	233.57	11/13/2019	
Total 1068340:				289.64	233.57		
1069802							
Wells Fargo Remittance Center	00102	Truck or Truck Candy/Trinkets	10/30/2019	140.32	140.32	11/19/2019	
K12 Handhelds, Inc.	106283	First Quarterly Payment LSTA Gra	10/01/2019	6,575.00	.00		
Total 1069802:				6,715.32	140.32		
1069804							
Haymore & Forsberg CPA	12042019	Refund For Overcharged Busines	12/04/2019	50.00	50.00	12/05/2019	
Total 1069804:				50.00	50.00		
1069810							
CenturyLink	1460362190	ERATE	11/11/2019	1,493.49	1,493.49	11/19/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voded
Total 1069810:				1,493.49	1,493.49		
2040200							
Az State Treasurer	333	monthly conversions	12/03/2019	4,207.52	.00		
Cochise County Superior Court	334	court revenue/\$1 Assessment	12/03/2019	19.15	.00		
General Fund(Trust)	335	monthly court conversions	12/03/2019	6,859.93	.00		
Total 2040200:				11,086.60	.00		
2340460							
Herald Review Media	489184/101948	RFP-HURF Construction	10/31/2019	98.10	98.10	11/13/2019	
Total 2340460:				98.10	98.10		
5140110							
Cintas Corporation No. 445	4035259938	Uniform and Rentals/Water	11/18/2019	19.81	19.81	11/19/2019	
Cintas Corporation No. 445	4035810701	Uniform and Rentals/Water	11/26/2019	25.29	.00		
Cintas Corporation No. 445	4036396900	Uniform and Rentals/Water	12/02/2019	25.13	.00		
Total 5140110:				70.23	19.81		
5140340							
S.S.V.E.C	11062019	Wells	11/06/2019	2,910.67	2,910.67	11/13/2019	
Total 5140340:				2,910.67	2,910.67		
5140360							
AZ Department of Corrections	D08106201910	Inmate Transportation Cost	12/02/2019	24.04	.00		
AZ Department of Corrections	D08107201910	Inmate Transportation Cost	11/12/2019	38.82	38.82	11/14/2019	
AZ Department of Corrections	D08107201911	Inmate Labor	11/18/2019	48.94	48.94	11/19/2019	
AZ Department of Corrections	D08107201911	Inmate Transportation Cost	12/02/2019	38.44	.00		
AZ Department of Corrections	D08107201911	Inmate Labor	12/03/2019	38.58	.00		
Apache Real Estate Investments	11-2019	Contract Service-Water Site Inape	12/01/2019	500.00	.00		
Total 5140360:				684.82	85.76		
5140370							
AZ Dept of Revenue	EFT11302019	Sales Tax	12/04/2019	2,149.52	2,149.52	12/04/2019	
Total 5140370:				2,149.52	2,149.52		
5140460							
Hill Brothers Chemical Co.	50918201	Hypo Chlorine Powered	11/11/2019	230.44	230.44	11/19/2019	
Wells Fargo Remittance Center	3063545	Quikrete 60lbs Bags	11/06/2019	186.28	186.28	11/19/2019	
Total 5140460:				416.72	416.72		
5140470							
Gardner's Garage	03P1463	PW2 Truck Tire Repair	11/22/2019	13.50	.00		
Total 5140470:				13.50	.00		
5140475							
Senergy Petroleum LLC	586223	Diesel #2	11/08/2019	323.67	323.67	11/13/2019	
Senergy Petroleum LLC	588126	Diesel #2	11/13/2019	348.27	348.27	11/14/2019	
Senergy Petroleum LLC	591362	Diesel #2	11/26/2019	359.55	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 5140475:				1,031.49	671.94		
5140510							
Turner Laboratories, Inc	19K0047	Ground Water Test	11/18/2019	120.00	120.00	11/21/2019	
Turner Laboratories, Inc	19K0049	Drinking Water Test	11/07/2019	60.00	60.00	11/13/2019	
Total 5140510:				180.00	180.00		
5140610							
Elite Sales and Service, LLC	18040	Backhoe Remove & Replace Injec	11/15/2019	5,580.00	.00		
Total 5140610:				5,580.00	.00		
5140650							
Haymore & Forsberg CPA	3003	Accounting Services	12/02/2019	406.25	406.25	12/04/2019	
HintonBurdick, PLLC	213404	Audit Service/Water	10/31/2019	1,040.63	1,040.63	11/19/2019	
Moyes Sellers & Hendricks	32365	Water Rights Attorney	11/08/2019	3,085.00	3,085.00	11/13/2019	
Moyes Sellers & Hendricks	32550	Water Rights Attorney	12/08/2019	2,246.40	.00		
Total 5140650:				6,778.28	4,531.88		
5240110							
Cintas Corporation No. 445	4035259938	Uniform and Rentals/Sewer	11/18/2019	19.82	19.82	11/19/2019	
Cintas Corporation No. 445	4035910701	Uniform and Rentals/Sewer	11/25/2019	25.28	.00		
Cintas Corporation No. 445	4035396900	Uniform and Rentals/Sewer	12/02/2019	25.14	.00		
Total 5240110:				70.24	19.82		
5240340							
S.S.V.E.C	11062019	Sewer Ponds	11/08/2019	463.54	463.54	11/13/2019	
Total 5240340:				463.54	463.54		
5240360							
AZ Department of Corrections	D08106201910	Inmate Transportation Cost	12/02/2019	24.04	.00		
AZ Department of Corrections	D08107201910	Inmate Transportation Cost	11/12/2019	36.82	36.82	11/14/2019	
AZ Department of Corrections	D08107201911	Inmate Labor	11/18/2019	46.94	46.94	11/19/2019	
AZ Department of Corrections	D08107201911	Inmate Transportation Cost	12/02/2019	36.44	.00		
AZ Department of Corrections	D08107201911	Inmate Labor	12/03/2019	36.58	.00		
Valenzuela, Jr. Carlos S.	195647	Contract Labor	12/03/2019	400.00	.00		
Total 5240360:				564.82	65.76		
5240480							
Ace Hardware	188636/1	Batteries, Non Skid Roll, Primer	12/05/2019	61.71	.00		
Hill Brothers Chemical Co.	50918200	Hypo Chlorine Powered	11/11/2019	255.44	255.44	11/19/2019	
Total 5240480:				317.15	255.44		
5240475							
Senergy Petroleum LLC	586223	Diesel #2	11/08/2019	323.67	323.67	11/13/2019	
Senergy Petroleum LLC	586126	Diesel #2	11/13/2019	348.27	348.27	11/14/2019	
Senergy Petroleum LLC	591352	Diesel #2	11/28/2019	359.55	.00		
Total 5240475:				1,031.49	671.94		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5240518							
State of Arizona - ADEQ	313182X/3127	Solid Waste Fee	12/02/2019	1,000.00	.00		
Total 5240518:				1,000.00	.00		
5240610							
Ace Hardware	166363/1	Batteries Flow Ware	11/20/2019	102.52	102.52	11/21/2019	
Total 5240610:				102.52	102.52		
5240650							
Haymore & Forsberg CPA	3003	Accounting Services	12/02/2019	406.25	406.25	12/04/2019	
HintonBurdick, PLLC	213404	Audit Service/Sewer	10/31/2019	1,040.62	1,040.62	11/19/2019	
Total 5240650:				1,446.87	1,446.87		
5240702							
Turner Laboratories, Inc	19K0048	Monthly WasteWater Test	11/15/2019	97.50	97.50	11/21/2019	
Total 5240702:				97.50	97.50		
5440360							
Waste Management of AZ	0027689-1571-	Trash Service	11/04/2019	10,585.10	10,585.10	11/13/2019	
Total 5440360:				10,585.10	10,585.10		
5540110							
Cintas Corporation No. 445	4035259938	Uniform and Rentals/Landfill	11/18/2019	81.32	81.32	11/19/2019	
Cintas Corporation No. 445	4035910701	Uniform and Rentals/Landfill	11/25/2019	114.06	.00		
Cintas Corporation No. 445	4036396900	Uniform and Rentals/Landfill	12/02/2019	103.85	.00		
Total 5540110:				299.05	81.32		
5540340							
AT&T	9001/11042019	Phone Service	11/04/2019	99.00	99.00	11/13/2019	
Lai Enterprises, Inc	27895	septic clean out scalehouse	11/30/2019	57.75	.00		
S.S.V.E.C	11082019	Landfill Scales	11/06/2019	891.94	891.94	11/13/2019	
CenturyLink	11072019	Phone Service	11/07/2019	85.56	85.56	11/19/2019	
Total 5540340:				1,134.25	1,076.50		
5540360							
AZ Department of Corrections	D08106201910	Inmate Transportation Cost	12/02/2019	48.02	.00		
AZ Department of Corrections	D08107201910	Inmate Transportation Cost	11/12/2019	97.04	97.04	11/14/2019	
AZ Department of Corrections	D08107201911	Inmate Labor	11/18/2019	164.24	164.24	11/19/2019	
AZ Department of Corrections	D08107201911	Inmate Transportation Cost	12/02/2019	134.80	.00		
AZ Department of Corrections	D08107201911	Inmate Labor	12/03/2019	109.68	.00		
Hugh A. Walker Enterprises, In	10-2019-01	Geologic/Groundwater Data Repo	10/24/2019	19,684.80	19,684.80	11/13/2019	
McCoy's Septic Pumping Service	4342	Clean Landfill Septic Tank	11/20/2019	190.00	.00		
Total 5540360:				20,428.38	19,846.08		
5540460							
Ace Hardware	168656/1	14" Metal Blade, Spray Paint	12/06/2019	26.79	.00		
Gagnons Sand and Gravel	4905	1" Minus Rock	11/26/2019	2,070.93	.00		
Gagnons Sand and Gravel	4914	1" Minus Rock	11/27/2019	2,070.93	.00		
Elite Sales and Service, LLC	18226	Replace High Pressure Power As	12/02/2019	531.11	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Northern Tool & Equipment	43727028	ST1 Service Truck-Mobile Grease	11/23/2019	483.98	.00		
PPG Architectural Finishes	972802087479	Black Metal Paint	11/14/2019	72.53	72.53	11/14/2019	
Sparklets	117434481107	Water	11/07/2019	153.30	153.30	11/19/2019	
Wells Fargo Remittance Center	142592	Long Spikes, Various Hand Tools	10/18/2019	111.82	111.82	11/19/2019	
Wells Fargo Remittance Center	CS626429	POW 3'x5'	10/30/2019	80.83	80.83	11/19/2019	
Phoenix Welding Supply Co.	SV106105	Nitrogen and Oxygen Bottles	12/03/2019	71.09	.00		
Waste Management of AZ	0699916-0587-	Relocate	11/01/2019	1,134.00	1,134.00	11/13/2019	
Total 5540480:				6,787.11	1,552.28		
5540475							
Senergy Petroleum LLC	588223	Red Dyed Diesel #2	11/06/2019	979.39	979.39	11/13/2019	
Senergy Petroleum LLC	588126	Red Dyed Diesel #2	11/13/2019	1,124.40	1,124.40	11/14/2019	
Senergy Petroleum LLC	589931	Red Dyed Diesel #2	11/21/2019	1,703.17	.00		
Senergy Petroleum LLC	591352	Red Dyed Diesel #2	11/29/2019	1,187.90	.00		
Senergy Petroleum LLC	593306	Red Dyed Diesel #2	12/04/2019	1,296.32	.00		
Total 5540475:				6,271.18	2,103.79		
5540480							
TransWorld Network, Corp	14730891-051	Internet Services	11/22/2019	48.88	48.88	11/22/2019	
Total 5540480:				48.88	48.88		
5540518							
State of Arizona - ADEQ	0000311179X	MAP - Monitoring Assistance Prog	11/01/2019	2,087.55	2,087.55	11/13/2019	
State of Arizona - ADEQ	313182X/3127	Landfill Fee	12/02/2019	2,109.17	.00		
Total 5540518:				4,196.72	2,087.55		
5540610							
Ace Hardware	168434/1	ST1 Truck-D Rings	11/21/2019	12.90	12.90	11/21/2019	
Ace Hardware	168454/1	Fittings Type M, Non Skid Roll, 3/	11/21/2019	97.81	97.81	11/22/2019	
Elite Sales and Service, LLC	18066	D8 Blade Repair	11/20/2019	3,318.65	3,318.65	11/22/2019	
Grainger, Inc	9345121637	ST1 Truck-12' Fuel Hose, Hose R	11/04/2019	43.13	43.13	11/13/2019	
Grainger, Inc	9345422050	ST1 Truck-12' Fuel Hose, Hose R	11/05/2019	361.80	361.80	11/13/2019	
Grainger, Inc	9347077415	3/8" Heavy Duty Air Hose Reel	11/08/2019	191.08	191.08	11/14/2019	
Grainger, Inc	9347077423	3/8" Heavy Duty Air Hose Reel	11/08/2019	132.76	132.76	11/14/2019	
Merle's Automotive Supply	16-312537	Battery, Air Chuck, Valves	11/15/2019	214.50	214.50	11/19/2019	
Merle's Automotive Supply	16-312539	Battery ST1 Truck	11/15/2019	214.12	214.12	11/19/2019	
Merle's Automotive Supply	16-313149	Flasher, Running Lights	11/20/2019	44.11	44.11	11/21/2019	
Merle's Automotive Supply	16-314936	Running Light, Power Steering Flu	12/05/2019	55.68	.00		
Wells Fargo Remittance Center	320176	Gas Power 30 Gallon Air Compre	10/30/2019	1,174.99	1,174.99	11/19/2019	
Wells Fargo Remittance Center	8474	Mailed Title	10/25/2019	18.92	18.92	11/19/2019	
Senergy Petroleum LLC	592285	Victory Blue Def	12/05/2019	616.49	.00		
Southern Tire Mart	6020003788	Repair RF 613C Scraper	11/19/2019	527.43	527.43	11/22/2019	
Southern Tire Mart	6020004108	Repair Tire RO1	12/03/2019	683.07	.00		
Total 5540610:				7,707.14	6,362.00		
5540650							
Haymore & Foreberg CPA	3003	Accounting Services	12/02/2019	812.50	812.50	12/04/2019	
HintonBurdick, PLLC	213404	Audit Service/Landfill	10/31/2019	2,081.25	2,081.25	11/19/2019	
Total 5540650:				2,893.75	2,893.75		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5540705							
Caterpillar Financial Services	20399850	Payment For 816K Compactor	11/07/2019	3,313.82	3,313.82	11/19/2019	
Caterpillar Financial Services	20399850	Payment For D6T Tractor	11/07/2019	3,450.87	3,450.87	11/19/2019	
Total 5540705:				6,764.69	6,764.69		
Grand Totals:				175,368.01	113,214.53		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

E. Jean Post

118 e. Pima Street

Huachuca City, Arizona 85616

Huachuca City

Planning and zoning Committee

TO whom It May Concern:

I have enjoyed my time on the planning and zoning committee. I would like to take this opportunity to thank you for the opportunity to serve with you and to tender my resignation. I will be working on the City Council and cannot be on both boards at the same time.

I have learned a lot and hope to be helpful to the city now that I have been appointed to the council.

Thanking you in advance for your personal attention in this matter. I remain,

Sincerely yours,

A handwritten signature in blue ink that reads "E Jean Post". The signature is written in a cursive, flowing style.

E. Jean Post

Elite Sales and Service LLC

670 S. Highway 80
Benson, Arizona 85602

Invoice

Date	Invoice #
11/15/2019	18040

Bill To
TOWN OF HUACHUCA CITY 500 N. GONZALES BLVD HUACHUCA CITY, AZ 85616

P.O. No.	Terms
	Net 15

Item	Description	Qty	Rate	Amount
LABOR	REMOVE AND REPLACE INJECTION PUMP DUE TO EXCESSIVE FUEL LEAK AND UNIT BEING HARD TO START. REMOVED AND REPLACED SEAT CUSHIONS. WHILE WORKING ON UNIT FOUND HOE BUCKET CURL CYLINDER LEAKING AND WIPER SEAL MISSING. SPOKE TO CUSTOMER, CUSTOMER REQUESTED WE GET CYLINDER REPAIRED. REMOVED CYLINDER AND TOOK TO TUCSON FOR REBUILDING. PICKED UP CYLINDER ONCE IT WAS REPAIRED AND REINSTALLED. TIME INCLUDES TRAVEL.	13.5	150.00	2,025.00
LABOR	CYLINDER REPAIR	1	537.65	537.65
PARTS	INJECTION PUMP	1	1,799.34	1,799.34T
PARTS	SEAT CUSHION	1	362.10	362.10T
PARTS	SEAT BACK	1	511.20	511.20T
PARTS	PARTS CLEANER	3	3.55	10.65T
PARTS	GREASE	2	5.00	10.00T
FREIGHT	SHIPPING/FREIGHT	1	65.50	65.50
	UNIT #: 310 HOURS: 2103 Sales Tax		9.60%	258.56

Phone #	Fax #
520-586-3339	520-586-9204

Total	\$5,580.00
Payments/Credits	\$0.00
Balance Due	\$5,580.00

K12 Handhelds, Inc.
8627 E. Sunrise Road
Portal, AZ 85632

Invoice

Date	Invoice #
10/1/2019	106263

Bill To

Town of Huachuca City
Attn.: Suzanne Harvey
500 North Gonzales Blvd.
Huachuca City, AZ 85616

Ship To**P.O. No.****Terms****Ship Date****Ship Via****Net 30****10/1/2019****Quantity****Item****Description****Price each****Amount**

1 E1000

Digital History of Huachuca City - Library project

6,575.00

6,575.00

First quarterly payment of LSTA grant

0.00%

0.00

Thank you for your business.

Total**\$6,575.00****Phone #****Fax #****E-mail****Web Site**

550-558-0180

550-558-0181

info@k12handhelds.com

www.k12handhelds.com



Elite Sales And Service

TOWN OF HUACHUCA CITY

ESTIMATE	#117
TOTAL	\$7,520.23

CONTACT US
670 S. HIGHWAY 80
BENSON, AZ 85602

(520) 886-3339
elitesalesandservice@gmail.com

ESTIMATE

013 SCRAPER SEAT REPLACEMENT	
013	
HRS	
LOCATION LAND FILL	
SEAT REPLACEMENT	\$675.00
ACCORDING TO CAT THE SEAT IS DISCOUNTED. WE HAVE TO BUY A COMPLETE SEAT ASSEMBLY TO PROPELY FIX THE SEAT. THIS INCLUDES AN ENTIRE NEW SEAT. TIME INCLUDES REPLACEMENT AND TRAVEL TIME	
SEAT	
	\$6,545.23
Subtotal	\$7,520.23
Total	\$7,520.23

Jim Halterman

From: Mier, Emma <Emma.Mier@empire-cat.com>
Sent: Wednesday, December 04, 2019 4:30 PM
To: Jim Halterman
Cc: Robertson, Ty
Subject: Estimate - 613C Town of Huachuca City
Attachments: 613C Town of Huachuca Estimate.pdf

Good afternoon Jim,

I have included a copy of the estimate to replace the seat suspension on the 613C. This is only the suspension parts, not the seat cushions. What we advise is to have a technician visit the machine and inspect to see what exactly is required, as there are some repair kits for the suspension available. FYI – The estimated seat suspension group is available in Mesa. Please review and advise what you would like to do. Let me know if you have any questions or concerns.

Estimate Total = \$9,170.07

Thank you and have a lovely rest of your day!



Emma Mier
Service Advisor Tucson
Empire Machinery
Office: (520)746-8219
Mobile: (520)262-7916
Emma.mier@empire-cat.com

Our Corporate Values:

Safety. Respect. Integrity. Teamwork. Excellence. Stewardship. Astonishment.

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TOWN OF HUACHUCA CITY

The Sunset City

TOWN OF HUACHUCA CITY

OATH OF OFFICE

I, _____, do solemnly swear or affirm that I will support the Constitution of the United States of America, the Constitution and laws of the State of Arizona, and the ordinances and written policies of the Town of Huachuca City; that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of Town Councilmember for the Town of Huachuca City to the best of my ability, so help me God.

Subscribed and sworn before me this _____ day of _____, 2019.

Janine Rustine

Town Clerk

I have received, and read the State of Arizona Open Meeting Law, pursuant to A.R.S. 38-431.01 G,

Signature and Date

TOWN OF HUACHUCA CITY
CASH ACCOUNTS

November-19

42% OF THE FISCAL YEAR HAS ELAPSED
CASH ACCOUNTS

	30-Nov-19	31-Oct-19	30-Sep-19	31-Aug-19	31-Jul-19
General Fund					
General Fund	\$ 233,315.55	\$ 146,708.95	\$ 258,929.53	\$ 263,183.01	\$ 230,546.13
General Fund	\$ 41,026.74	\$ 35,563.00	\$ 33,885.00	\$ 28,695.00	
General Fund	\$ 192,805.20	\$ 197,802.20	\$ 197,802.20	\$ 197,802.20	
General Fund			\$ 69,559.75	\$ 69,559.75	\$ 68,604.90
General Fund			\$ 881,923.51	\$ 886,580.30	\$ 877,495.28
General Fund			\$ 25,809.16	\$ 25,137.46	\$ 25,129.99
General Fund			\$ 14,021.96	\$ 14,021.61	\$ 14,021.26
General Fund			\$ 47,856.12	\$ 21,763.95	\$ 8,333.94
General Fund			\$ 53,614.46	\$ 21,829.16	\$ 21,829.16
General Fund			\$ 37,812.88	\$ 21,704.82	\$ 21,704.82
General Fund			\$ 2,426,185.00	\$ 2,426,185.00	\$ 2,426,185.00
General Fund			\$ 141,876.47	\$ 129,426.58	\$ 129,426.58
Firemen Pension					
Firemen Pension	\$ 14,022.32	\$ 14,022.32	\$ 14,021.96	\$ 14,021.61	\$ 14,021.26
Road User Fund	\$ 85,590.32	\$ 72,761.15	\$ 47,856.12	\$ 21,763.95	\$ 8,333.94
Water Fund	\$ 72,790.85	\$ 63,252.13	\$ 53,614.46	\$ 21,829.16	\$ 21,829.16
Sewer Fund	\$ 41,139.86	\$ 40,404.35	\$ 37,812.88	\$ 21,704.82	\$ 21,704.82
Landfill Fund	\$ 2,426,185.00	\$ 2,426,185.00	\$ 2,426,185.00	\$ 2,426,185.00	\$ 2,426,185.00
Landfill Fund	\$ 106,169.90	\$ 118,376.47	\$ 141,876.47	\$ 129,426.58	\$ 129,426.58

TOWN OF HUACHUCA CITY
CASH ACCOUNTS

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING NOVEMBER 30, 2019**

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-31-100 AUTO LIEU TAX	8,269.76	38,933.94	89,655.00	50,721.06	43.4
10-31-200 REAL PROPERTY TAXES	35,178.51	41,734.16	94,900.00	53,165.64	44.0
10-31-240 FRANCHISE TAXES	.00	4,376.70	17,260.00	12,673.30	25.4
10-31-250 CITY SALES TAXES	21,839.80	123,916.02	214,727.00	90,810.96	57.7
10-31-252 USE TAX PURCHASES	.00	.00	25,000.00	25,000.00	.0
10-31-254 USE TAX INVENTORY	.00	.00	25,000.00	25,000.00	.0
10-31-260 STATE SALES TAXES	17,132.65	72,283.22	172,379.00	100,115.78	41.9
TOTAL TAXES	82,220.72	261,224.04	638,911.00	357,686.66	44.0
<u>LICENSES AND PERMITS</u>					
10-32-100 BUILDING PERMITS	870.65	4,218.05	30,093.00	25,874.95	14.0
10-32-110 BUSINESS LICENSES	.00	686.00	12,042.00	11,356.00	5.7
10-32-120 P&Z FEES	.00	210.00	1,305.00	1,095.00	16.1
TOTAL LICENSES AND PERMITS	870.65	5,114.05	43,440.00	38,325.95	11.8
<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-100 STATE REVENUE SHARING	18,729.05	93,645.25	224,331.00	130,685.75	41.7
TOTAL INTERGOVERNMENTAL REVENUE	18,729.05	93,645.25	224,331.00	130,685.75	41.7
<u>CHARGES FOR SERVICE</u>					
10-34-100 ZONING FEES	170.24	823.76	250.00	573.76	329.5
10-34-131 POLICE PROTECTION EQUIPMENT	.29	16.58	100.00	83.42	16.6
10-34-132 POST TRAINING REIMBURSEMENTS	.00	.00	100.00	100.00	.0
10-34-140 AUCTION PROCEEDS	6,776.11	46,416.47	50,000.00	3,583.53	92.8
10-34-150 ANIMAL SHELTER REIMBURSEMENT	.00	.00	100.00	100.00	.0
10-34-160 KENNEL FEES	.00	181.00	1,000.00	819.00	18.1
10-34-170 ADMIN GARBAGE FEES	1,021.59	4,678.66	19,350.00	14,671.34	24.2
10-34-530 CITY BUS FEES/DONATIONS	.00	.00	2,000.00	2,000.00	.0
TOTAL CHARGES FOR SERVICE	7,968.23	52,116.47	72,900.00	20,783.53	71.5
<u>FINES</u>					
10-35-100 POLICE FINES	9,024.27	52,217.13	103,000.00	50,782.87	50.7
10-35-110 IMPOUND FEES	1,305.00	2,670.00	2,700.00	30.00	98.9
10-35-112 TOWING FEES	361.00	1,178.00	2,100.00	922.00	56.1
10-35-120 LIBRARY FEES & FINES	256.00	1,219.99	3,200.00	1,980.11	38.1
TOTAL FINES	10,946.27	57,285.02	111,000.00	53,714.98	51.6

TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
MISCELLANEOUS REVENUE					
10-36-100 INTEREST	.00	12,743.33	40,833.00	27,889.87	31.4
10-36-200 UNREALIZED GAIN	.00	5,783.85	2,000.00	(3,783.85)	289.2
10-36-455 DONATIONS	89.75	1,258.00	100.00	(1,158.00)	1258.0
10-36-500 PARKS & REC REVENUE & FEES	.00	33.00	2,400.00	2,367.00	1.4
10-36-515 YOUTH SPONSERSHIP REVENUE	.00	.00	3,600.00	3,600.00	.0
10-36-900 MISCELLANEOUS	151.75	2,298.02	.00	(2,298.02)	.0
10-36-902 WORKERS' COMP REIMBURSEMENTS	.00	1,709.08	100.00	(1,609.08)	1709.1
10-36-903 DIESEL SALES (FIRE, SCHOOL)	1,719.80	5,312.67	22,000.00	16,687.43	24.2
10-36-904 WILDLAND REVENUE	.00	.00	2,500.00	2,500.00	.0
10-36-907 INSURANCE CLAIMS	.00	.00	100.00	100.00	.0
10-36-908 EMPLOYEE INSURANCE CONTRIBUTIO	1,340.02	5,385.08	25,000.00	19,614.92	21.6
10-36-910 LANDFILL LAND LEASE	58,579.58	292,897.90	702,955.00	410,057.10	41.7
10-36-950 RICO REVENUE(ASSET FORFEITURE)	.00	.00	8,400.00	8,400.00	.0
10-36-986 BUILDING LEASE RENT	.00	.00	15,000.00	15,000.00	.0
10-36-971 TOWER LEASE	.00	.00	62,984.00	62,984.00	.0
10-36-980 INSURANCE DIVIDEND	.00	.00	29,000.00	29,000.00	.0
10-36-990 MUFFIN MONSTER REPAYMENT	.00	3,500.00	3,500.00	.00	100.0
10-36-999 DAILY CASH REC OVER/SHORT ACCT	.00	40.00	10.00	(30.00)	400.0
TOTAL MISCELLANEOUS REVENUE	61,880.90	330,961.83	920,262.00	589,300.17	36.0
TOWN GRANTS					
10-37-165 DONATIONS - ANIMAL SHELTER	.00	500.00	5,000.00	4,500.00	10.0
10-37-168 ANIMAL SHELTER GRANTS	.00	.00	150,000.00	150,000.00	.0
10-37-458 DONATIONS - LIBRARY	500.00	1,800.00	3,000.00	1,400.00	53.3
10-37-457 LIBRARY GRANT	32,150.00	32,150.00	100,000.00	67,850.00	32.2
10-37-458 SENIOR CENTER GRANT	.00	39.75	25,000.00	24,960.25	.2
10-37-487 POLICE DONATIONS	.00	.00	5,000.00	5,000.00	.0
10-37-480 SUMMER SPLASH GRANT	.00	6,283.85	5,000.00	(1,283.85)	125.3
10-37-908 GRANTS - POLICE AZDOHS	.00	.00	120,428.00	120,428.00	.0
10-37-908 GRANTS - IT	.00	.00	15,000.00	15,000.00	.0
10-37-909 BUILDING REGULATION GRANT	.00	.00	10,000.00	10,000.00	.0
10-37-911 GRANTS - POLICE AZGOHS	.00	.00	120,428.00	120,428.00	.0
10-37-913 USDA EQUIPMENT GRANT	.00	.00	80,000.00	80,000.00	.0
10-37-919 CITY BUS GRANT	.00	.00	75,000.00	75,000.00	.0
10-37-920 GENERAL ADMIN GRANT	.00	27,000.00	225,000.00	198,000.00	12.0
10-37-921 POLICE GRANT	.00	.00	25,000.00	25,000.00	.0
10-37-925 MISC GRANTS	.00	.00	25,000.00	25,000.00	.0
10-37-983 E-RATE	.00	2,393.14	150,000.00	147,606.86	1.6
10-37-985 SCBA GRANT	.00	.00	200,000.00	200,000.00	.0
10-37-986 SEWER POND PROJECT	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL TOWN GRANTS	32,650.00	69,946.54	3,318,852.00	3,248,905.46	2.1
TOTAL FUND REVENUE	215,265.82	890,293.20	5,329,896.00	4,439,402.80	16.7

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
COUNCIL					
10-42-100 PERSONNEL SERVICES	750.00	3,900.00	10,800.00	6,900.00	38.1
10-42-130 EMPLOYEE BENEFITS	61.74	321.06	930.00	608.94	34.5
10-42-220 ATTORNEY FEES	2,792.50	17,742.50	40,000.00	22,257.50	44.4
10-42-250 ADVERTISING	.00	76.32	1,500.00	1,423.68	5.1
10-42-290 OFFICE SUPPLIES	.00	38.87	200.00	161.13	19.4
10-42-530 COMMUNITY RELATIONS	.00	595.43	100.00	(495.43)	595.4
10-42-640 MEMBERSHIP LEAGUE	.00	.00	5,720.00	5,720.00	.0
10-42-660 TRAVEL AND TRAINING	.00	1,158.72	1,300.00	141.28	89.1
10-42-670 BLDG LEASE PAYMENT	.00	4,955.00	18,000.00	13,045.00	27.5
TOTAL COUNCIL	3,604.24	28,787.90	78,550.00	49,782.10	38.7
GENERAL ADMINISTRATION					
10-43-100 PERSONNEL SERVICES	12,294.40	53,368.91	155,370.00	103,001.09	34.1
10-43-102 NEW HIRE	.00	.00	150.00	150.00	.0
10-43-105 OVERTIME	45.45	45.45	.00	(45.45)	.0
10-43-130 EMPLOYEE BENEFITS	3,887.82	17,829.74	57,063.00	39,433.26	30.9
10-43-250 ADVERTISING	495.69	1,081.02	4,000.00	2,918.98	27.0
10-43-271 TELEPHONE	632.00	3,297.74	8,600.00	5,302.26	38.4
10-43-280 INSURANCE	30.90	15,855.37	48,891.00	33,235.63	32.0
10-43-290 OFFICE SUPPLIES	534.48	1,397.24	6,000.00	4,602.76	23.3
10-43-300 PRINTING	.00	542.23	250.00	(292.23)	216.9
10-43-340 UTILITIES	418.37	2,608.16	7,958.00	5,347.84	32.8
10-43-360 CONTRACT LABOR	28.53	247.49	1,700.00	1,452.51	14.8
10-43-440 POSTAGE	.00	764.75	3,500.00	2,735.25	21.9
10-43-470 VEHICLE EXPENSE	.00	48.05	600.00	551.95	8.0
10-43-475 FUEL EXPENSE	.00	69.77	600.00	530.23	11.6
10-43-480 COMPUTER EXPENSE	712.00	3,919.80	3,158.00	(763.80)	124.2
10-43-500 BUILDING MAINTENANCE	522.95	1,315.58	3,210.00	1,894.42	41.0
10-43-610 EQUIPMENT MAINTENANCE	.00	23.57	500.00	476.43	4.7
10-43-640 MEMBERSHIP	.00	1,275.00	1,500.00	225.00	85.0
10-43-650 AUDIT	5,787.50	26,832.88	35,750.00	8,917.14	75.1
10-43-660 TRAVEL AND TRAINING	.00	1,144.38	4,000.00	2,855.62	28.6
10-43-690 ELECTION SUPPLIES	.00	.00	100.00	100.00	.0
10-43-703 CODIFYING/DIGITIZING	.00	413.10	2,100.00	1,686.90	19.7
10-43-705 CAPITAL LEASE EXPENSE	381.70	3,898.19	7,000.00	3,303.81	52.8
10-43-840 CAPITAL OUTLAY - EQUIPMENT	848.36	848.36	100.00	(748.36)	848.4
10-43-850 HURF REPAYMENT	.00	.00	17,550.00	17,550.00	.0
TOTAL GENERAL ADMINISTRATION	26,619.95	138,224.76	370,848.00	234,421.24	36.8

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE</u>					
10-45-100 PERSONNEL SERVICES	1,616.00	8,936.50	12,857.00	3,918.50	69.5
10-45-105 OVERTIME	45.45	45.45	500.00	454.55	9.1
10-45-120 PROSECUTION FEES	330.00	2,016.50	6,900.00	4,581.50	30.6
10-45-130 EMPLOYEE BENEFITS	593.79	3,374.98	4,901.00	1,226.02	73.4
10-45-221 COURT APPT ATTORNEYS	.00	.00	9,200.00	9,200.00	.0
10-45-250 CONTRACT LABOR-PRO TEM	230.00	755.00	1,000.00	245.00	75.5
10-45-290 OFFICE SUPPLIES	.00	9.00	450.00	441.00	2.0
10-45-380 CONTRACT LABOR-JUDGE	600.00	3,000.00	10,000.00	7,000.00	30.0
10-45-381 CONTRACT LABOR - SECURITY	158.00	816.00	1,700.00	884.00	48.0
10-45-480 COMPUTER EXPENSE	.00	1,125.00	2,500.00	1,375.00	45.0
10-45-880 TRAVEL/TRAINING	.00	1,239.69	500.00	(739.69)	247.9
10-45-810 JAIL FEES	636.12	2,862.54	4,500.00	1,637.46	63.6
TOTAL MAGISTRATE	4,207.36	24,184.68	54,408.00	30,223.34	44.5
<u>IT</u>					
10-48-101 CONTRACT LABOR	.00	7,870.00	23,725.00	15,855.00	33.2
10-48-210 SUBSCRIPTIONS	.00	11,432.90	13,040.00	1,607.10	87.7
10-48-275 CELL PHONE	2,002.39	8,465.81	19,880.00	11,214.19	43.0
10-48-804 SOFTWARE LICENSING	.00	.00	100.00	100.00	.0
10-48-840 CAPITAL OUTLAY	.00	.00	7,750.00	7,750.00	.0
TOTAL IT	2,002.39	27,768.71	64,295.00	36,526.29	43.2

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
POLICE					
10-51-100 PERSONNEL SERVICES	24,955.25	121,503.21	310,822.00	189,318.79	39.1
10-51-102 NEW HIRE	295.00	638.50	.00	(638.50)	.0
10-51-105 OVERTIME	154.19	1,402.77	4,000.00	2,597.23	35.1
10-51-107 STAND BY	.00	342.50	.00	(342.50)	.0
10-51-110 UNIFORM EXPENSE	300.00	1,450.00	3,000.00	1,550.00	48.3
10-51-130 EMPLOYEE BENEFITS	6,978.89	34,874.46	203,320.00	168,445.54	17.1
10-51-135 PUBLIC SAFETY RETIREMENT	4,484.92	20,570.77	.00	(20,570.77)	.0
10-51-221 PSRS BOARD ATTORNEY	.00	.00	100.00	100.00	.0
10-51-222 SEACOM/CCSO CONTRACT	.00	40,975.00	81,950.00	40,975.00	50.0
10-51-230 PROFESSIONAL SERVICES	.00	1,388.90	3,500.00	2,131.10	39.1
10-51-240 PROSECUTION FEES	330.00	2,018.50	6,800.00	4,581.50	30.8
10-51-271 TELEPHONE	372.20	1,788.28	4,900.00	3,133.72	38.1
10-51-280 OFFICE SUPPLIES	.00	389.89	300.00	(89.89)	123.2
10-51-295 PRINTING EXPENSE	33.77	33.77	200.00	166.23	18.9
10-51-340 UTILITIES	358.08	2,308.98	7,958.00	5,649.04	29.0
10-51-380 CONTRACT LABOR	28.53	247.49	.00	(247.49)	.0
10-51-365 SHREDDING SERVICES	.00	184.45	.00	(184.45)	.0
10-51-480 MAINTENANCE AND SUPPLIES	748.03	9,287.24	3,500.00	(5,787.24)	285.4
10-51-488 WEAPONS AND AMMUNITION	.00	.00	500.00	500.00	.0
10-51-470 VEHICLE EXPENSE	342.50	4,775.97	8,000.00	1,224.03	79.8
10-51-475 POLICE FUEL EXPENSE	.00	4,144.18	12,000.00	7,855.82	34.5
10-51-480 COMPUTER EXPENSE	.00	.00	1,800.00	1,800.00	.0
10-51-505 POLICE VEHICLE IMPOUND FEE	480.00	1,776.57	2,000.00	223.43	88.8
10-51-510 IMPOUND ADMIN	(300.00)	(1,500.00)	.00	1,500.00	.0
10-51-820 EQUIP REPAIR AND MAINTENANCE	.00	583.28	4,900.00	4,316.74	11.9
10-51-840 MEMBERSHIP	.00	.00	200.00	200.00	.0
10-51-880 TRAVEL AND TRAINING	200.30	5,578.30	8,850.00	3,271.70	63.0
10-51-885 COMMUNITY RELATIONS	.00	.00	100.00	100.00	.0
10-51-705 CAPITAL LEASE	211.89	1,138.04	2,800.00	1,681.96	40.8
10-51-840 POLICE CAPITAL OUTLAY	.00	.00	2,900.00	2,900.00	.0
10-51-841 VEHICLE LEASE	.00	.00	8,000.00	8,000.00	.0
10-51-850 NEW EQUIPMENT	.00	82.12	.00	(82.12)	.0
10-51-858 BODY WORN CAMERA PROGRAM	.00	.00	4,100.00	4,100.00	.0
10-51-857 ASSET FORFEITURE EXPENSES	.00	.00	500.00	500.00	.0
TOTAL POLICE	39,953.13	255,718.93	684,598.00	428,879.07	37.4

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
ANIMAL SHELTER					
10-52-100 PERSONNEL SERVICES	1,551.00	8,450.75	12,480.00	4,029.25	67.7
10-52-110 ANIMAL SHELTER UNIFORMS	.00	48.89	300.00	251.31	16.2
10-52-130 EMPLOYEE BENEFITS	214.47	1,187.07	1,800.00	712.93	62.5
10-52-290 OFFICE SUPPLIES	.00	26.30	.00	(26.30)	.0
10-52-310 INSURANCE	.00	111.89	400.00	288.11	28.0
10-52-340 UTILITIES	.00	115.74	.00	(115.74)	.0
10-52-480 MAINTENANCE AND SUPPLIES	.00	101.79	.00	(101.79)	.0
10-52-483 MEDICE/VACCINE	.00	171.98	12,500.00	12,328.02	1.4
10-52-484 ANIMAL LICENSE FEES	.00	.00	50.00	50.00	.0
10-52-485 HEALTH AND SAFETY	.00	.00	100.00	100.00	.0
10-52-487 SV CONTRACT PAYMENT	.00	1,785.00	2,450.00	665.00	72.9
10-52-470 VEHICLE MAINT	.00	304.51	500.00	195.49	60.9
10-52-475 FUEL EXPENSE	.00	244.23	.00	(244.23)	.0
10-52-880 TRAVEL & TRAINING	.00	1,100.00	500.00	(800.00)	220.0
TOTAL ANIMAL SHELTER	1,785.47	13,847.95	31,180.00	17,532.05	43.8
FIRE					
10-53-340 UTILITIES	571.19	4,208.03	15,844.00	11,437.97	26.9
10-53-380 CONTRACTED PERSONNEL SERVICES	.00	205,000.00	410,000.00	205,000.00	50.0
10-53-388 INSURANCE	.00	1,007.01	3,200.00	2,192.99	31.5
10-53-450 EQUIPMENT/TRUCK MAINTENANCE	.00	225.37	.00	(225.37)	.0
10-53-470 VEHICLE EXPENSE	830.12	855.49	.00	(855.49)	.0
TOTAL FIRE	1,201.31	211,293.90	428,844.00	217,550.10	49.3
BUILDING REGULATION					
10-54-380 CONTRACT LABOR	4,600.00	21,750.00	57,000.00	35,250.00	38.2
10-54-780 BLDG REGULATION SUPPLIES	207.85	207.85	600.00	392.15	34.6
10-54-801 ABATEMENT	.00	.00	2,000.00	2,000.00	.0
TOTAL BUILDING REGULATION	4,807.85	21,957.85	59,600.00	37,642.15	36.8

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
10-57-100 PERSONNEL SERVICES	1,141.36	5,280.36	14,441.00	9,180.64	35.4
10-57-105 OVERTIME	88.91	384.82	250.00 (114.82)	145.9
10-57-107 STAND BY	.00	134.00	.00 (134.00)	.0
10-57-110 UNIFORM EXPENSE	39.82	473.94	5,000.00	4,526.06	9.5
10-57-130 EMPLOYEE BENEFITS	372.63	1,928.06	9,762.00	7,833.94	19.8
10-57-280 INSURANCE	.00	492.32	1,555.00	1,062.68	31.7
10-57-340 UTILITIES	2,506.82	12,737.78	25,000.00	12,262.22	51.0
10-57-360 CONTRACT LABOR	114.12	989.98	1,000.00	10.04	99.0
10-57-460 MAINTENANCE AND SUPPLIES	.00	1,402.87	1,715.00	312.13	81.8
10-57-475 FUEL EXPENSE	85.79	673.84	1,000.00	326.36	67.4
10-57-810 EQUIPMENT MAINTENANCE	289.07	6,673.78	4,000.00 (2,573.78)	164.3
TOTAL PUBLIC WORKS	4,635.32	31,031.33	63,723.00	32,091.87	48.7
<u>CITY POOL</u>					
10-58-100 PERSONNEL SERVICES	.00	5,518.25	11,385.00	5,866.75	48.5
10-58-130 EMPLOYEE BENEFITS	.00	834.88	1,300.00	465.12	64.2
10-58-270 PHONE	.00	.00	100.00	100.00	.0
10-58-340 UTILITIES	483.00	2,688.58	6,100.00	3,531.42	42.1
10-58-460 MAINTENANCE AND SUPPLIES	.00	1,285.03	2,800.00	1,314.97	49.4
10-58-860 CERTIFYING	.00	.00	300.00	300.00	.0
TOTAL CITY POOL	483.00	10,204.74	21,785.00	11,580.26	46.8
<u>SUMMER SPLASH</u>					
10-59-100 PERSONNEL SERVICES	.00	2,105.50	4,500.00	2,394.50	48.8
10-59-102 NEW HIRE	.00	80.00	.00 (80.00)	.0
10-59-130 EMPLOYEE BENEFITS	.00	215.69	250.00	34.31	88.3
10-59-460 SUPPLIES	.00	.00	250.00	250.00	.0
TOTAL SUMMER SPLASH	.00	2,381.19	5,000.00	2,618.81	47.6
<u>PARKS & RECREATION</u>					
10-60-460 MAINTENANCE AND SUPPLIES	1,854.00	2,317.27	2,000.00 (317.27)	115.9
10-60-530 COMMUNITY RELATIONS/JULY 4TH	.00	.00	8,000.00	8,000.00	.0
10-60-704 SPECIAL ACTIVITIES	.00	484.81	800.00	315.19	80.6
TOTAL PARKS & RECREATION	1,854.00	2,802.08	10,800.00	7,997.92	26.0

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>LIBRARY AND COMMUNITY SERVICES</u>					
10-62-100 PERSONNEL SERVICES	6,406.15	31,861.14	66,152.00	57,290.86	35.7
10-62-102 NEW HIRE	.00	30.00	.00	(30.00)	.0
10-62-130 EMPLOYEE BENEFITS	688.24	3,507.35	9,788.00	6,280.65	35.8
10-62-271 TELEPHONE	168.90	846.82	2,100.00	1,253.18	40.3
10-62-280 INSURANCE	.00	111.69	400.00	288.11	28.0
10-62-280 OFFICE SUPPLIES	.00	330.98	1,500.00	1,169.02	22.1
10-62-340 UTILITIES	721.98	4,089.90	10,600.00	6,510.10	38.8
10-62-388 INMATE/JANITORIAL	57.06	514.98	1,300.00	785.02	39.6
10-62-480 MAINTENANCE AND SUPPLIES	80.83	534.84	750.00	215.38	71.3
10-62-478 FUEL	.00	.00	80.00	80.00	.0
10-62-480 COMPUTER EXPENSE	.00	.00	2,665.00	2,665.00	.0
10-62-481 INTERNET	.00	437.87	4,000.00	3,562.13	11.0
10-62-620 VEHICLE REPAIR & MAINT	.00	.00	400.00	400.00	.0
10-62-640 MEMBERSHIP	.00	.00	100.00	100.00	.0
10-62-660 TRAVEL AND TRAINING	.00	444.72	730.00	285.28	60.9
10-62-703 COMMUNITY RELATIONS	.00	297.00	100.00	(197.00)	297.0
10-62-705 CAPITAL OUTLAY	.00	1,901.24	3,700.00	1,798.76	51.4
TOTAL LIBRARY AND COMMUNITY SERVICES	8,123.16	44,908.53	127,365.00	82,456.47	35.3
<u>CITY BUS</u>					
10-65-280 INSURANCE	.00	201.40	700.00	498.60	28.8
10-65-482 BUS STOP CONSTRUCTION	.00	.00	2,000.00	2,000.00	.0
TOTAL CITY BUS	.00	201.40	2,700.00	2,498.60	7.5
<u>SENIOR CENTER</u>					
10-68-290 SUPPLIES	64.23	1,605.01	2,000.00	394.99	80.3
10-68-340 UTILITIES	288.26	1,818.87	4,800.00	2,981.13	37.9
10-68-482 PEST CONTROL	90.00	90.00	550.00	460.00	16.4
TOTAL SENIOR CENTER	432.49	3,513.88	7,350.00	3,836.12	47.8

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOWN GRANTS					
10-89-800 SHELTER DONATIONS EXP	.00	.00	5,000.00	5,000.00	.0
10-89-801 ANIMAL SHELTER GRANT EXP	.00	.00	150,000.00	150,000.00	.0
10-89-802 LIBRARY DONATIONS EXP	6,715.32	12,304.37	3,000.00	(9,304.37)	410.2
10-89-803 IT GRANT EXP	.00	.00	15,000.00	15,000.00	.0
10-89-804 MISC EXP	.00	.00	225,000.00	225,000.00	.0
10-89-805 BUILDING REGULATION EXP	.00	.00	10,000.00	10,000.00	.0
10-89-806 LIBRARY GRANTS EXP	.00	1,283.62	100,000.00	98,716.38	1.3
10-89-807 SENIOR CENTER GRANT EXP	.00	.00	25,000.00	25,000.00	.0
10-89-808 SUMMER SPLASH GRANT EXP	.00	.00	5,000.00	5,000.00	.0
10-89-809 EDA GRANTS EXP	.00	.00	25,000.00	25,000.00	.0
10-89-810 E-RATE EXP	1,493.49	6,482.81	150,000.00	141,507.19	5.7
10-89-845 POLICE GRANT EXP	.00	.00	30,000.00	30,000.00	.0
10-89-846 AZDOHS GRANT EXPENDITURES	.00	.00	120,426.00	120,426.00	.0
10-89-847 AZGOHS GRANT EXPENDITURES	.00	.00	120,426.00	120,426.00	.0
10-89-849 BUS LINE EXP	.00	.00	75,000.00	75,000.00	.0
10-89-850 SCBA GRANT EXP	.00	.00	200,000.00	200,000.00	.0
10-89-851 USDA EQUIPMENT GRANT	.00	.00	60,000.00	60,000.00	.0
10-89-854 WIFA LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL TOWN GRANTS	8,208.81	22,080.80	3,318,652.00	3,296,771.20	.7
TOTAL FUND EXPENDITURES	107,898.48	836,708.61	5,329,696.00	4,492,987.39	15.7
NET REVENUE OVER EXPENDITURES	107,367.34	53,584.59	.00	(53,584.59)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

POLICE - DHS GRANT - BP OT

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
12-30-800 DHS GRANT BP O/T	8,450.76	12,523.95	135,000.00	122,476.05	9.3
TOTAL REVENUE	8,450.76	12,523.95	135,000.00	122,476.05	9.3
TOTAL FUND REVENUE	8,450.76	12,523.95	135,000.00	122,476.05	9.3

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

POLICE - DHS GRANT - BP OT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES					
12-40-130 EMPLOYEE BENEFITS	630.84	2,428.21	135,000.00	132,573.79	1.8
12-40-131 DUI TASK FORCE OVER TIME	252.32	1,443.81	.00	(1,443.81)	.0
12-40-135 PUBLIC SAFETY RETIREMENT	730.83	2,488.64	.00	(2,488.64)	.0
12-40-840 AUTHORIZED EXPENDITURES	3,097.87	9,968.46	.00	(9,968.46)	.0
TOTAL EXPENDITURES	4,711.46	16,325.12	135,000.00	118,674.88	12.1
TOTAL FUND EXPENDITURES	4,711.46	16,325.12	135,000.00	118,674.88	12.1
NET REVENUE OVER EXPENDITURES	3,739.30	(3,801.17)	.00	3,801.17	.0

TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

FIRE TRUCK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>REVENUE</u>					
14-30-800	GRANT REVENUE	.00	.00	200,000.00	200,000.00	.0
	TOTAL REVENUE	.00	.00	200,000.00	200,000.00	.0
	TOTAL FUND REVENUE	.00	.00	200,000.00	200,000.00	.0

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

FIRE TRUCK FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>EXPENDITURES</u>					
14-40-850 AUTHORIZED EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
TOTAL EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

TRUST FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	REVENUE					
20-30-200	FINES AND BAILS	11,139.86	76,107.67	173,951.00	97,543.33	43.8
20-30-300	BONDS	.00	.00	100.00	100.00	.0
20-30-400	RESTITUTION	.00	.00	100.00	100.00	.0
20-30-500	JCEF	.00	.00	100.00	100.00	.0
	TOTAL REVENUE	11,139.86	76,107.67	173,951.00	97,843.33	43.8
	TOTAL FUND REVENUE	11,139.86	76,107.67	173,951.00	97,843.33	43.8

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

		TRUST FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>						
20-40-200	FINES AND BAILS	14,480.25	81,781.47	173,751.00	91,958.53	47.1
20-40-400	RESTITUTION	11.89	222.32	.00	(222.32)	.0
20-40-401	BOND	.00	.00	100.00	100.00	.0
20-40-600	JCEF	.00	.00	100.00	100.00	.0
TOTAL EXPENDITURES		14,492.14	82,013.79	173,951.00	91,937.21	47.2
TOTAL FUND EXPENDITURES		14,492.14	82,013.79	173,951.00	91,937.21	47.2
NET REVENUE OVER EXPENDITURES		(3,352.28)	(5,908.12)	.00	5,908.12	.0

TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

INVESTMENT TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
22-30-100 INTEREST REVENUE	.00	1.05	.00	(1.05)	.0
TOTAL REVENUE	.00	1.05	.00	(1.05)	.0
TOTAL FUND REVENUE	.00	1.05	.00	(1.05)	.0
NET REVENUE OVER EXPENDITURES	.00	1.05	.00	(1.05)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

ROAD USER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
23-30-300 GAS TAX REVENUES - HURF	12,829.17	64,392.91	150,048.00	85,655.09	42.9
23-30-320 HURF REPAYMENT	.00	.00	17,055.00	17,055.00	.0
23-30-800 MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
TOTAL REVENUE	12,829.17	64,392.91	167,203.00	102,810.09	38.5
 TOTAL FUND REVENUE	 12,829.17	 64,392.91	 167,203.00	 102,810.09	 38.5

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

ROAD USER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
ROAD USERS ADMIN					
23-40-100 PERSONNEL SERVICES	.00	.00	45,868.00	45,868.00	.0
23-40-130 EMPLOYEE BENEFITS	.00	.00	24,558.00	24,558.00	.0
23-40-460 MAINTENANCE AND SUPPLIES	96.10	227.89	6,000.00	5,772.11	3.8
23-40-470 VEHICLE EXPENSE	.00	.00	2,500.00	2,500.00	.0
23-40-475 FUEL	.00	.00	1,080.00	1,080.00	.0
23-40-490 ROAD REPAIR	.00	.00	56,472.00	56,472.00	.0
23-40-810 EQUIPMENT REPAIR	.00	.00	5,000.00	5,000.00	.0
23-40-831 CAPITAL OUTLAY	.00	.00	25,725.00	25,725.00	.0
TOTAL ROAD USERS ADMIN	96.10	227.89	167,203.00	166,975.11	.1
TOTAL FUND EXPENDITURES	96.10	227.89	167,203.00	166,975.11	.1
NET REVENUE OVER EXPENDITURES	12,733.07	64,165.02	.00	(64,165.02)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

		FUND 28				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 30</u>						
28-30-300	STATE HURF	.00	197,802.20	.00	(197,802.20)	.0
TOTAL SOURCE 30		.00	197,802.20	.00	(197,802.20)	.0
TOTAL FUND REVENUE		.00	197,802.20	.00	(197,802.20)	.0

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

		FUND 28				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
28-40-122	MISC. EXPENSE	.00	4,997.00	.00	(4,997.00)	.0
	TOTAL DEPARTMENT 40	.00	4,997.00	.00	(4,997.00)	.0
	TOTAL FUND EXPENDITURES	.00	4,997.00	.00	(4,997.00)	.0
	NET REVENUE OVER EXPENDITURES	.00	192,805.20	.00	(192,805.20)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

WATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
51-30-100 INTEREST EARNINGS	.00	.00	250.00	250.00	.0
51-30-200 WATER SALES	28,753.25	181,539.49	248,553.00	85,013.51	85.5
51-30-202 RC: RECONNECT FEE	240.00	1,130.00	850.00	(280.00)	132.9
51-30-203 WTO: WATER TURN ON FEE	(75.00)	180.00	.00	(180.00)	.0
51-30-300 CONNECTION FEES	45.00	700.00	850.00	150.00	82.4
51-30-400 PENALTIES & FORFEITURES	1,271.86	5,138.02	12,000.00	6,861.98	42.8
51-30-900 MISCELLANEOUS	.00	30.00	250.00	220.00	12.0
TOTAL REVENUE	28,234.91	188,697.51	280,753.00	92,055.49	64.7
 TOTAL FUND REVENUE	 28,234.91	 188,697.51	 280,753.00	 92,055.49	 64.7

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING NOVEMBER 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
WATER EXPENDITURES					
51-40-100 PERSONNEL SERVICES	5,138.18	23,871.89	64,985.00	41,313.31	38.4
51-40-105 OVERTIME	391.07	1,840.78	1,200.00	(440.78)	136.7
51-40-107 STAND BY TIME	.00	803.00	4,160.00	3,557.00	14.5
51-40-110 UNIFORM EXPENSE	39.82	455.27	2,400.00	1,944.73	19.0
51-40-130 EMPLOYEE BENEFITS	1,876.79	8,823.19	43,730.00	34,906.81	20.2
51-40-280 INSURANCE	.00	984.63	3,110.00	2,125.37	31.7
51-40-290 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
51-40-340 UTILITIES	2,910.67	19,553.82	43,200.00	23,646.18	45.3
51-40-380 CONTRACT LABOR	814.12	3,489.98	11,700.00	8,210.04	29.8
51-40-370 SALES TAX	.00	13,907.24	12,700.00	(1,207.24)	109.6
51-40-440 POSTAGE	.00	756.75	3,400.00	2,643.25	22.3
51-40-460 MAINTENANCE & SUPPLIES	416.72	7,108.68	20,000.00	12,891.42	35.6
51-40-470 VEHICLE EXPENSE	18.00	3,536.72	3,500.00	(36.72)	101.1
51-40-475 FUEL EXPENSE	671.94	5,230.12	8,000.00	2,769.88	65.4
51-40-480 COMPUTER EXPENSE	.00	.00	200.00	200.00	.0
51-40-510 WATER TESTS	180.00	2,235.00	12,400.00	10,165.00	18.0
51-40-610 EQUIPMENT MAINTENANCE	5,580.00	10,839.27	7,900.00	(2,939.27)	137.2
51-40-650 PROFESSIONAL SERVICES	4,561.88	8,861.88	8,938.00	76.12	99.2
51-40-680 TRAVEL	.00	.00	400.00	400.00	.0
51-40-840 WATER CAPITAL OUTLAY	.00	.00	100.00	100.00	.0
51-40-900 BAD DEBT EXPENSE	.00	.00	100.00	100.00	.0
51-40-950 WATER TRANSFER TO SAVINGS	.00	.00	8,430.00	8,430.00	.0
TOTAL WATER EXPENDITURES	22,196.97	111,897.88	280,753.00	149,055.12	42.8
TOTAL FUND EXPENDITURES	22,196.97	111,897.88	280,753.00	149,055.12	42.8
NET REVENUE OVER EXPENDITURES	6,037.94	56,999.63	.00	(56,999.63)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

		SEWER FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
REVENUE						
52-30-100	INTEREST EARNINGS	.00	.00	500.00	500.00	.0
52-30-200	SEWER SERVICES	18,405.46	104,741.05	218,848.00	112,104.95	48.3
52-30-300	CONNECTION FEES	.00	.00	1,000.00	1,000.00	.0
TOTAL REVENUE		18,405.46	104,741.05	218,348.00	113,604.95	48.0
TOTAL FUND REVENUE		18,405.46	104,741.05	218,348.00	113,604.95	48.0

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SEWER EXPENDITURES					
52-40-100 PERSONNEL SERVICES	5,136.12	23,671.54	64,965.00	41,313.46	36.4
52-40-105 OVERTIME	391.06	1,640.73	1,000.00	(640.73)	164.1
52-40-107 STAND BY TIME	.00	603.00	4,160.00	3,557.00	14.5
52-40-110 UNIFORM EXPENSE	39.64	455.35	2,400.00	1,944.65	19.0
52-40-130 EMPLOYEE BENEFITS	1,676.72	8,783.51	43,730.00	34,946.49	20.1
52-40-280 INSURANCE	.00	984.83	3,110.00	2,125.37	31.7
52-40-340 UTILITIES	463.54	2,046.52	7,100.00	5,053.48	28.8
52-40-360 CONTRACT LABOR	514.12	9,486.96	18,000.00	8,510.04	52.7
52-40-440 POSTAGE	.00	756.76	.00	(756.76)	.0
52-40-480 MAINTENANCE AND SUPPLIES	255.44	5,754.51	10,000.00	4,245.49	57.6
52-40-470 VEHICLE EXPENSE	.00	464.91	3,000.00	2,535.09	15.5
52-40-475 FUEL	671.94	5,230.12	8,000.00	2,769.88	65.4
52-40-480 COMPUTER EXPENSE	.00	.00	200.00	200.00	.0
52-40-518 ADEQ FEES	.00	2,500.00	1,000.00	(1,500.00)	250.0
52-40-810 EQUIPMENT MAINTENANCE	102.52	1,232.81	6,000.00	4,767.39	20.6
52-40-830 SEWER CHEMICALS	.00	.00	800.00	800.00	.0
52-40-850 PROFESSIONAL SERVICES	1,446.87	5,571.87	8,938.00	3,366.13	62.3
52-40-702 SEWAGE POND COMPLIANCE	97.50	1,510.00	5,000.00	3,490.00	30.2
52-40-900 BAD DEBT EXPENSE	.00	.00	100.00	100.00	.0
52-40-825 MUFFIN MONSTER PAYMENT	.00	3,500.00	3,500.00	.00	100.0
52-40-950 PAYMENT ON WIFA LOAN	.00	.00	25,000.00	25,000.00	.0
52-40-980 TRANSFER TO SAVINGS	.00	.00	2,323.00	2,323.00	.0
TOTAL SEWER EXPENDITURES	10,795.47	74,196.02	218,346.00	144,149.98	34.0
TOTAL FUND EXPENDITURES	10,795.47	74,196.02	218,346.00	144,149.98	34.0
NET REVENUE OVER EXPENDITURES	7,609.99	30,545.03	.00	(30,545.03)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

GARBAGE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
54-30-100 INTEREST EARNINGS	.00	.00	750.00	750.00	.0
54-30-200 SALES RECEIPTS	11,808.89	57,983.45	144,250.00	86,286.55	40.2
TOTAL REVENUE	11,808.89	57,983.45	145,000.00	87,016.55	40.0
 TOTAL FUND REVENUE	 11,808.89	 57,983.45	 145,000.00	 87,016.55	 40.0

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

GARBAGE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>GARBAGE EXPENDITURES</u>					
54-40-380 CONTRACT LABOR	10,585.10	53,276.79	122,000.00	68,723.21	43.7
54-40-450 EQUIPMENT/SUPPLIES	.00	.00	1,750.00	1,750.00	.0
54-40-821 TOWN TRASH SERVICE	.00	28.00	1,900.00	1,872.00	1.5
54-40-850 ADMIN FEES TRANSFER TO GF	1,021.59	4,678.66	19,350.00	14,671.34	24.2
TOTAL GARBAGE EXPENDITURES	11,606.69	57,983.45	145,000.00	87,016.55	40.0
TOTAL FUND EXPENDITURES	11,606.69	57,983.45	145,000.00	87,016.55	40.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

LANDFILL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>REVENUE</u>					
55-30-100	INTEREST EARNINGS	.00	.00	500.00	500.00	.0
55-30-200	SALES - LANDFILL	97,950.73	512,322.54	1,257,258.00	744,935.46	40.8
55-30-201	LATE PENALTIES	.00	.00	1,000.00	1,000.00	.0
55-30-205	MISC.REVENUE	210.16	210.16	2,500.00	2,289.84	8.4
55-30-210	TIPPING FEES	10,004.16	57,787.60	135,800.00	77,812.40	42.8
	TOTAL REVENUE	108,165.05	570,320.30	1,396,858.00	826,537.70	40.8
	<u>SOURCE 36</u>					
55-36-400	SALE OF FIXED ASSETS	.00	102,375.00	155,000.00	52,625.00	66.1
55-36-405	RECYCLE	.00	.00	8,000.00	8,000.00	.0
	TOTAL SOURCE 36	.00	102,375.00	161,000.00	58,625.00	63.6
	TOTAL FUND REVENUE	108,165.05	672,695.30	1,557,858.00	885,162.70	43.2

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

LANDFILL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LANDFILL EXPENDITURES					
55-40-100 PERSONNEL SERVICES	15,181.10	87,228.98	211,222.00	143,995.04	31.8
55-40-102 NEW HIRE	30.00	330.00	200.00	(130.00)	185.0
55-40-106 OVERTIME	1,658.25	8,391.05	7,500.00	1,108.95	85.2
55-40-110 UNIFORM EXPENSE	182.84	1,537.82	8,000.00	4,482.38	25.8
55-40-130 EMPLOYEE BENEFITS	5,812.48	28,012.86	138,807.00	110,784.15	19.0
55-40-250 ADVERTISING	.00	150.09	750.00	599.91	20.0
55-40-285 BANK COSTS/FEEs	3,180.45	15,837.47	34,500.00	18,862.53	45.3
55-40-280 INSURANCE	.00	1,924.61	8,100.00	4,175.49	31.8
55-40-290 OFFICE SUPPLIES	.00	.00	1,000.00	1,000.00	.0
55-40-337 PROPERTY LEASE	58,579.58	292,897.90	702,855.00	410,057.10	41.7
55-40-340 UTILITIES	1,134.25	5,121.80	21,800.00	18,478.20	23.7
55-40-360 SAFETY EQUIPMENT	.00	.00	400.00	400.00	.0
55-40-380 CONTRACT LABOR	20,178.84	23,430.78	30,500.00	7,069.22	76.8
55-40-440 POSTAGE	.00	758.74	.00	(758.74)	.0
55-40-460 MAINTENANCE & SUPPLIES	2,039.18	28,008.72	45,000.00	18,990.28	57.8
55-40-470 VEHICLE EXPENSE	250.00	3,081.01	500.00	(2,581.01)	812.2
55-40-475 FUEL EXPENSE	5,581.41	22,890.24	81,000.00	58,109.76	28.3
55-40-480 COMPUTER EXPENSE	48.88	244.30	3,000.00	2,755.70	8.1
55-40-500 BUILDING MAINTENANCE	.00	1,502.50	250.00	(1,252.50)	601.0
55-40-510 LAB FEES	.00	2,318.00	7,000.00	4,884.00	33.1
55-40-515 ENGINEERING SERVICES	.00	.00	1,000.00	1,000.00	.0
55-40-518 ADEQ FEES	2,087.55	4,455.08	10,000.00	5,544.92	44.6
55-40-610 EQUIPMENT MAINTENANCE	8,214.75	52,891.24	40,000.00	(12,891.24)	132.2
55-40-650 PROFESSIONAL SERVICES/AUDIT	2,893.75	11,143.75	17,875.00	8,731.25	82.3
55-40-680 TRAVEL - TRAVEL/TRAINING	.00	.00	500.00	500.00	.0
55-40-705 CAPITAL LEASE	8,784.89	33,823.45	81,180.00	47,356.55	41.7
55-40-840 LANDFILL CAPITAL OUTLAY	.00	38,978.35	108,519.00	69,540.65	35.9
55-40-855 METHANE MONITORING	.00	2,158.40	2,500.00	343.60	88.3
TOTAL LANDFILL EXPENDITURES	133,767.58	840,889.81	1,557,858.00	916,988.19	41.1
TOTAL FUND EXPENDITURES	133,767.58	840,889.81	1,557,858.00	916,988.19	41.1
NET REVENUE OVER EXPENDITURES	(25,592.53)	31,805.49	.00	(31,805.49)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

		FUND 86				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SOURCE 30						
86-30-200	HOLIDAY FUND DONATION	.00	2,472.14	2,000.00	(472.14)	123.6
TOTAL SOURCE 30		.00	2,472.14	2,000.00	(472.14)	123.6
TOTAL FUND REVENUE		.00	2,472.14	2,000.00	(472.14)	123.6

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019**

		FUND 86				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
86-40-100	CHILDREN'S FUND GIFTS/FOOD	.00	.00	2,000.00	2,000.00	.0
	TOTAL DEPARTMENT 40	.00	.00	2,000.00	2,000.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	2,000.00	2,000.00	.0
	NET REVENUE OVER EXPENDITURES	.00	2,472.14	.00	(2,472.14)	.0

TOWN OF HUACHUCA CITY – PERFORMANCE EVALUATION

EMPLOYEE NAME:	EVALUATION TYPE: Annual- Supervisors/Managers
POSITION/JOB TITLE:	EVALUATION YEAR:
DIVISION:	DEPARTMENT:
EVALUATION PERIOD: FROM TO	SAFETY SENSITIVE: Yes <input type="checkbox"/> No <input type="checkbox"/>

RATINGS & DEFINITIONS

5 - Exceptional – performance is consistently superior and significantly exceeds position requirements, objectives and expectations. Recognized by peers and/or customers as a role model, positive example and/or mentor for others.

4 - Exceeds Expectations – performance consistently meets and frequently exceeds position requirements, objectives and expectations.

3 - Meets Expectations – performance consistently meets position requirements, objectives and expectations. *(Performance is what is expected of a well-qualified, experienced person in the position)*

2 - Needs Improvement – performance does not consistently meet position requirements, objectives and expectations.

1 - Unsatisfactory – performance consistently and frequently does not meet position requirements, objectives and expectations. Immediate attention and plan is required.

N/A – Not applicable for the position and therefore not rated

AREAS OF EVALUATION

Comments ARE REQUIRED for the sections in which the employee is rated anything other than a 3 (meets expectations). Half points are not allowed to be given; whole numbers 1-5 only.

Area of Evaluation: Performance of Job Duties

1. Knowledge: Demonstrates comprehension of techniques, products, policies, procedures, skills, analytical or problem solving ability, equipment, etc. necessary to do the job.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

--

2. **Skill:** Ability to execute techniques, products, policies, procedures, skills, analytical or problem solving skills, equipment, etc. necessary to do the job.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

3. **Quality:** Ability to display accurate and thorough work that meets department standards, typically free from errors and mistakes.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

4. **Quantity:** Amount of work produced or amount of output that supports the department mission. Uses time wisely to complete job duties, meets deadlines, works at a consistent pace to achieve the acceptable amount of work. Is dependable and reliable.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

5. **Effective Use of Resources:** Cares for, uses and maintains physical resources such as materials, equipment, tools, machinery, etc. Ability to seek out resources to complete job duties effectively or when necessary and is not wasteful of resources.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

Area of Evaluation: Competencies

- 6. Attendance/Punctuality:** The extent to which the employee can be depended upon to be at work and to be at work on time as scheduled.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

- 7. Teamwork/Interpersonal Skills:** Willingness and cooperativeness with co-workers and management. Readiness to respond positively to instructions, policies and procedures. Work effectively with co-workers and management, shares information, resolves conflicts, welcomes and seeks constructive feedback. Exhibits tact and sincerity with others to achieve objectives.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

- 8. Communication Skills:** Ability to communicate in a clear, concise, organized and courteous manner in both verbal and written communications. Effectively communicates to get thoughts across but listens to others and is open minded. Evaluates and responds accordingly with others.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

- 9. Customer Service:** Takes a personal interest in both internal and external customers, considerate, professional, creates a pleasant atmosphere for interaction and takes appropriate action to meet their needs.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

10. Work Ethic: Exhibits actions consistent with moral principles, integrity, sense of responsibility, discipline, professionalism, respectfulness, dependability, dedication, determination, accountability and humility.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

11. Safety: Concern for the safety of themselves and others and takes appropriate action to ensure job is performed safely. Uses safety measures when it comes to equipment and procedures. Follows safety policies and takes action if something unsafe is seen.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

12. Initiative: Self-starter, ability to plan, solve problems, assumes additional responsibility and looks for more efficient and cost effective ways of completing the work, ability to complete tasks without being told every detail, searches out new tasks and expands abilities professionally and personally.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

Area of Evaluation: Supervisory/Management

13. Judgment & Decision Making: Uses logical judgment. Realistically weighs and evaluates information, assesses probable consequences, takes appropriate action, demonstrates the ability to make sound and timely decisions. Accountable for results, makes decisions that meet objectives of the department.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

14. Planning and Organizing: Ability to analyze work, set goals, forecast, anticipate changes, securing and budgeting resources, develop plans of action, structure tasks and establish priorities while operating within budget.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

15. Leadership: Ability to take charge, select, direct and coordinate activities of others. Creates a motivating work environment, coach/mentor, train and develop others. Knowledgeable and directs city wide and departmental policy and procedure.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

16. Problem Solving: Finds solutions to difficult or complex issues, works through problems to reach a solution, exhibits critical thinking skills.

☐ 5 - Exceptional ☐ 4 - Exceeds Expectations ☐ 3 - Meets Expectations ☐ 2 - Needs Improvement ☐ 1 - Unsatisfactory ☐ N/A

Comments:

ANNUAL REQUIREMENTS

1. Completed all City required mandatory/regulatory training:

Met ☐ Not Met ☐

Comments:

2. Completed all Department specific required training:

Met ☐ Not Met ☐ NA ☐

Comments:

3. Maintained all licenses and/or certifications as required by job description or receiving an add pay for:

Met ☐ Not Met ☐ NA ☐

Comments: *(If not met, HR must be notified immediately)*

DISCIPLINARY ACTION

Has the employee received any verbal or written reprimands during the evaluation period? If yes, summarize the expectations and whether they have been met, are in progress of being met or if the expectations are still ongoing and needing to be met.

Yes ☐ No ☐

FUTURE EVALUATION PLAN

Supervisor Developmental Goals or Plans for the Employee: (List goals or objectives, if any, for the next evaluation period)

Employee Developmental Goals or Plans: (List goals or objectives, if any, for the next evaluation period)

Training Needs: (List additional training, coaching or developmental activities, if any, that needs to be completed during the next evaluation period)

OVERALL PERFORMANCE EVALUATION SUMMARY

Area of Evaluation: Performance of Job Duties

1. Knowledge
2. Skill
3. Quality
4. Quantity
5. Effective Use of Resources

Area of Evaluation: Competencies

6. Attendance/Punctuality
7. Teamwork/Interpersonal Skills
8. Communication Skills
9. Customer Service
10. Work Ethic
11. Safety
12. Initiative

Area of Evaluation: Supervisory/Management

13. Judgment & Decision Making
14. Planning and Organizing
15. Leadership
16. Problem Solving

To calculate the overall performance evaluation rating, add numerical values for each category evaluated and divide by the number of categories evaluated.

Overall Performance Evaluation Rating _____

If the overall performance evaluation rating is 2.4 or less:

- The employee will not be eligible for a portion of an approved annual pay increase.
- A performance improvement plan **MUST** be developed, Human Resources must be notified and the Personnel Rules and Regulations followed.

Overall Performance Evaluation Comments:

Employee:

I agree ☐ I disagree ☐ with the ratings.

I wish to discuss the evaluation with the next level supervisor in my department. Yes ☐ No ☐

Supervisor:

SIGNATURES

My signature below certifies that my supervisor reviewed and discussed the contents of the performance evaluation with me. My signature below does not indicate whether I agree or disagree with this evaluation but that it was presented to me, I am aware of the contents, I had an opportunity to ask questions and make comments. I understand I have the right to receive a copy of the evaluation and discuss it with my next level supervisor.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Department Head Signature: _____

Date: _____



TOWN OF HUACHUCA CITY

Town Manager Matthew Williams | mwilliams@huachucacityaz.gov

Memo: Town Clerk pay raise

December 12, 2019

Under the new FLSA law salaried workers making less than \$35,568 annually will now be eligible for overtime after January 1, 2020. Town Clerk Janine Rustine currently makes \$16.82 per hour or \$34,985.60.

Town staff would propose the Town clerk's salary be raised to \$17.10 per hour or \$35,568 annually beginning with the 12/29/19 pay period. This legally required raise is a \$.28 per hour raise or a 1.66% raise.

Matthew C. Williams

Town Manager

Town of Huachuca City, Arizona

mwilliams@huachucacityaz.gov



TOWN OF HUACHUCA CITY

Town Manager Matthew Williams | mwilliams@huachucacityaz.gov

Annual Town Utility 3% Increase

November 25, 2019

Town water and sewer rates are set to increase by 3%, beginning January 1st, 2020. A 3% increase will occur every January 1st thereafter. This percentage increase was approved when Ordinance 2019-09 was passed by the Town Council on February 14, 2019, and went into effect April 2019.

These annual increases are projected to self-support the water and sewer funds until the year 2032.

If you have any questions, or if you are curious about how this will impact your current bill, please contact:

Matthew C. Williams

City Manager

Town of Huachuca City, Arizona

mwilliams@huachucacityaz.gov

Phone: 520-456-1354



TOWN OF HUACHUCA CITY

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BID TABULATION - EMERGENCY VEHICLE PREEMPTION SIGNAL PROJECT										CONTRACTORS WEST			
BID DATE: NOVEMBER 15, 2019										AJP ELECTRIC, INC.			
ENGINEER'S ESTIMATE										MOUNTAIN POWER			
ITEM #	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	EV PREEMPTION REMOTE CONTROL DEVICES	12	EA	\$ 50.00	\$ 600.00	\$ 120.72	\$ 1,448.64	\$ 250.00	\$ 3,000.00	\$ 285.00	\$ 3,420.00		
2	ADVANCE WARNING EV SIGNAL WITH SIGNS, FLASHES, POLE & FOUNDATION	4	EA	\$ 8,000.00	\$ 32,000.00	\$ 9,394.02	\$ 37,576.08	\$ 15,000.00	\$ 60,000.00	\$ 17,500.00	\$ 70,000.00		
3	PAVEMENT STRIPING, THERMOPLASTIC ALKYD, WHITE	96	SF	\$ 2.00	\$ 192.00	\$ 25.85	\$ 2,481.60	\$ 50.00	\$ 4,800.00	\$ 35.00	\$ 3,360.00		
4	TYPE 'R' POLE AND FOUNDATION WITH 45' SIGNAL MAST ARM & 20' LUMINAIRE MAST ARM	2	EA	\$ 12,000.00	\$ 24,000.00	\$ 22,382.91	\$ 44,765.82	\$ 26,000.00	\$ 52,000.00	\$ 33,675.00	\$ 67,350.00		
5	TYPE 'T' SIGNAL HEAD PER ADOT TS 8-5	5	EA	\$ 250.00	\$ 1,250.00	\$ 682.55	\$ 3,412.75	\$ 1,000.00	\$ 5,000.00	\$ 1,250.00	\$ 6,250.00		
6	TYPE 'H' MOUNTING PER ADOT TS 9-1	5	EA	\$ 50.00	\$ 250.00	\$ 134.24	\$ 671.20	\$ 200.00	\$ 1,000.00	\$ 250.00	\$ 1,250.00		
7	EV SIGNAL CONTROLLER WITH COMMUNICATION SYSTEM IN A POLE HANGING CABINET	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 8,961.23	\$ 8,961.23	\$ 22,000.00	\$ 22,000.00	\$ 23,000.00	\$ 23,000.00		
8	INSTALL TRAFFIC SIGN, 'W11-12P'	2	EA	\$ 200.00	\$ 400.00	\$ 349.97	\$ 699.94	\$ 475.00	\$ 950.00	\$ 675.00	\$ 1,350.00		
9	INSTALL TRAFFIC SIGN, 'W11-8'	2	EA	\$ 200.00	\$ 400.00	\$ 373.13	\$ 746.26	\$ 880.00	\$ 1,760.00	\$ 820.00	\$ 1,640.00		
10	INSTALL TRAFFIC SIGN, 'R8-10'	2	EA	\$ 200.00	\$ 400.00	\$ 318.39	\$ 636.78	\$ 500.00	\$ 1,000.00	\$ 610.00	\$ 1,220.00		
11	INSTALL TRAFFIC SIGN, 'R10-14'	2	EA	\$ 200.00	\$ 400.00	\$ 402.61	\$ 805.22	\$ 800.00	\$ 1,600.00	\$ 777.00	\$ 1,554.00		
12	SIGN POST, TYPE 'T', 2-1/2" SQUARE GALVANIZED STEEL POST PER ADOT S-3	4	EA	\$ 150.00	\$ 600.00	\$ 358.81	\$ 1,435.24	\$ 300.00	\$ 1,200.00	\$ 180.00	\$ 720.00		
13	SIGN POST SLIP BASE FOUNDATION PER ADOT S-3	4	EA	\$ 150.00	\$ 600.00	\$ 387.96	\$ 1,551.84	\$ 500.00	\$ 2,000.00	\$ 650.00	\$ 2,600.00		
14	STREET NAME SIGN ASSEMBLY, D3-1	2	EA	\$ 200.00	\$ 400.00	\$ 528.94	\$ 1,057.88	\$ 1,100.00	\$ 2,200.00	\$ 2,400.00	\$ 4,800.00		
15	INSTALL SCHEDULE 40 PVC CONDUIT, 3" DIA, DIRECTIONAL DRILLING	160	LF	\$ 45.00	\$ 7,200.00	\$ 65.63	\$ 10,500.80	\$ 100.00	\$ 16,000.00	\$ 110.00	\$ 17,600.00		
16	INSTALL SCHEDULE 40 PVC CONDUIT, 2-1/2" DIA, IN TRENCH WITH PULL COND	130	LF	\$ 10.00	\$ 1,300.00	\$ 13.26	\$ 1,723.80	\$ 50.00	\$ 6,500.00	\$ 60.00	\$ 7,800.00		
17	INSTALL CONDUCTORS, COMPLETE	1	LS	\$ 500.00	\$ 500.00	\$ 6,399.18	\$ 6,399.18	\$ 10,000.00	\$ 10,000.00	\$ 16,000.00	\$ 16,000.00		
18	INSTALL PULL BOX, NO. 7, LIGHT DUTY, PER ADOT TS 1-1	3	EA	\$ 400.00	\$ 1,200.00	\$ 633.52	\$ 1,900.56	\$ 1,000.00	\$ 3,000.00	\$ 1,500.00	\$ 4,500.00		
19	INSTALL LUMINAIRES WITH PHOTO CELL CONTROL	2	EA	\$ 750.00	\$ 1,500.00	\$ 752.12	\$ 1,504.24	\$ 1,000.00	\$ 2,000.00	\$ 1,250.00	\$ 2,500.00		
A	SSWEC REMOVAL OF EXISTING STREET LIGHT POLE, MAST ARM, LUMINAIRE, AND FOUNDATION (BY OTHERS)	ALLOWANCE	AMT	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00		
B	FURNISH AND INSTALL POLICE CAMERAS WITH BRIDGE MTS	1	LS	\$ 3,330.18	\$ 3,330.18	\$ 5,241.50	\$ 5,241.50	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		
20	TRAFFIC CONTROL	1	LS	\$ 9,308.00	\$ 9,308.00	\$ 9,150.75	\$ 9,150.75	\$ 20,000.00	\$ 20,000.00	\$ 72,036.00	\$ 72,036.00		
21	MOBILIZATION	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 12,999.02	\$ 12,999.02	\$ 30,000.00	\$ 30,000.00	\$ 87,500.00	\$ 87,500.00		
TOTAL AMOUNT - EWP SIGNAL PROJECT					\$ 106,330.18		\$ 158,550.13		\$ 289,010.00		\$ 409,460.00		
* MOUNTAIN POWER ELECTRICAL CONTRACTOR'S INC. HAD MINOR EXTENSION ERRORS IN LINE ITEMS 1, 2, 3, 6, 13, 15, 16, 18 & 19. CORRECTED BID AMOUNT = \$158,550.13													
NOTE: MOUNTAIN POWER ELECTRICAL CONTRACTOR'S INC. IS THE APPARENT LOW BIDDER													



Huachuca City, AZ 85618
(820) 486-0493
FAX: (820) 413-2187

Mailing Address:
Sierra Enterprises LLC
dba BNR Paving &
dba Sierra Striping
14040 S. Burnt Corral Ct.
Vail, AZ. 85641

PROPOSAL

12/6/2019

Submitted by: Lance Clawson

Proposal #: S1205-19H

Town of Huachuca City
ATTN: Town Clerk
500 N. Gonzales Blvd.
Huachuca City, AZ 85618
Phone: (820) 466-1354

Res Lic: ROC253614
Com Lic: ROC253624
284

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of the project located at: **Project Case #2019-1 thru Project Case #2019-6, Huachuca City, AZ**

Perform Projects Listed on RFP Individually

Cumulative Subtotal of Individual Projects:	\$31,438.00
Prime Contracting Tax on Individual Projects:	<u>1,634.78</u>
Cumulative Total of Individual Projects:	\$33,072.78

Perform All Projects Listed on RFP with 5% Discount

Cumulative Subtotal of All Projects with 5% discount:	\$29,889.00
Prime Contracting Tax on All Projects:	<u>1,634.03</u>
Cumulative Total of Individual Projects:	\$31,419.03

Payment Due Upon Completion. (A late fee of 1.5% will be applied monthly on balances past 15 days).

Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

This quote is valid for 90 days. However, any price change in materials will be passed on.

Respectfully submitted,

*Jason Yates &
Lance Clawson*

Sierra Enterprises LLC,
dba BNR Paving &
dba Sierra Striping

ACCEPTANCE OF PROPOSAL

The prices, specifications and conditions above and on the back side are satisfactory and are hereby accepted.

Signature: _____

Date: _____

Printed Name: _____

Title: _____



100% Employee Owned

3949 EAST IRVINGTON ROAD
TUCSON, ARIZONA 85714
(520) 748-0188
FAX (520) 748-8975

1601 PASCO SAN LUIS
SIERRA VISTA, ARIZONA 85635
(520) 438-8394
FAX (520) 438-8393

To:	Huachuca City Town Clerk	Contact:	Janine Collins
Address:	500 N Gonzales Blvd	Phone:	(520) 456-1354
	Huachuca, AZ 85616 UNITED STATES	Fax:	(520) 456-2230
Project Name:	Town HURF Projects	Bid Number:	19682
Project Location:	Huachuca, AZ	Bid Date:	12/6/2019

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
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Project Case #2019-1

1		Traffic Control	1.00	LS	\$884.40	\$884.40
2		Asphalt Removal	1,122.00	SF	\$1.37	\$1,537.14
3		Sub - Grade Prep	1,122.00	SF	\$1.48	\$1,660.56
4		Place And Compact 2" MAG AC 1/2"	14.00	TON	\$314.47	\$4,402.58

Total Price for above Project Case #2019-1 Items: \$6,484.68

Project Case #2019-2

1		Traffic Control	1.00	LS	\$925.96	\$925.96
2		Asphalt Removal	3,010.00	SF	\$0.57	\$1,715.70
3		Sub-Grade Prep	3,010.00	SF	\$1.79	\$5,387.90
4		Place And Compact 2" MAG AC 1/2"	36.00	TON	\$274.82	\$9,893.52

Total Price for above Project Case #2019-2 Items: \$17,923.08

Project Case #2019-3

1		Traffic Control	1.00	LS	\$884.40	\$884.40
2		Asphalt Removal	840.00	SF	\$0.98	\$823.20
3		Sub-Grade Prep	840.00	SF	\$3.21	\$2,696.40
4		Place And Compact 2" MAG AC 1/2"	10.00	TON	\$377.33	\$3,773.30

Total Price for above Project Case #2019-3 Items: \$6,177.30

Project Case #2019-4

1		Traffic Control	1.00	LS	\$925.96	\$925.96
2		Remove & Salvage Wheel Stops	47.00	EACH	\$42.12	\$1,979.64
3		Sweep & Clean Parking Lot	28,431.00	SF	\$0.06	\$1,705.86
4		Pavement Crack Repair	12,000.00	LF	\$1.13	\$13,560.00
5		Seal Coat Parking Lot	28,431.00	SF	\$0.16	\$4,548.96
6		Striping	1.00	LS	\$1,652.72	\$1,652.72

Total Price for above Project Case #2019-4 Items: \$24,373.14

Project Case #2019-5

1		Traffic Control	1.00	LS	\$617.29	\$617.29
2		Asphalt Removal	274.00	SF	\$4.18	\$1,145.32
3		Sub-Grade Prep	274.00	SF	\$5.89	\$1,613.06
4		Place And Compact 2" MAG AC 1/2"	3.25	TON	\$891.82	\$2,898.42

Total Price for above Project Case #2019-5 Items: \$6,274.09

Project Case #2019-6

1		Traffic Control	1.00	LS	\$617.29	\$617.29
2		Pothole	4.00	EACH	\$713.98	\$2,855.92
3		Saw Cut & Removal	328.00	LF	\$5.67	\$1,859.76
4		Pipe And Basin Excavation	40.00	CY	\$66.18	\$2,647.20

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
	5	6"HDPE & Catch Basin Install	180.00	LF	\$63.09	\$11,356.20
	6	Construct 4x4 Grouted Rip Rock Fentail	16.00	SF	\$103.13	\$1,650.08
	7	Patch Asphalt 640 SF	8.00	TON	\$341.33	\$2,730.64
Total Price for above Project Case #2019-6 Items						\$23,717.00

Total Bid Price: \$88,950.18

Notes:

- Proposal is based upon the RFP "Town HURF Projects (Including update to Project Case #2019-6)" supplied by Town Manager of Huerfano City. This pricing is predicated upon the following clarifications
- Prices are based upon execution of a mutually acceptable contract.
- Any increase in materials pricing included in this proposal, which is beyond our control, will be passed on to the owner.
- Price Excludes: Engineering, Survey, Quality Control, Soil Testing, SWPPP, Site Stabilization, Over-Excavation, Sub-Base Blending with Demolished Pavement, Landscape Establishment, Seeding, Herbicide.
- Proposal Includes: Labor, Equipment, Materials, Supervision, Permits, and Sales Tax.
- Price shown DOES NOT include Performance and Payment bond. Add 1% if bond is required.
- Due to existing grades and conditions, we will not be responsible for 100% drainage of surface water following resurfacing.
- Price as shown does not include survey or materials testing.
- Pricing is valid until 3/5/20.
- Federal Employer ID #- 20-5816819

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

KE&G Construction, Inc.

Authorized Signature:  _____

Estimator: Larry Sanders, Jacob Sanders



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

RESOLUTION NO. 2019-35

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ESTABLISHING A FEE SCHEDULE FOR SERVICES RELATED TO TOWN CODE TITLE 16 NEIGHBORHOOD PRESERVATION AND VACANT PROPERTY REGISTRY.

WHEREAS, the Town Council of the Town of Huachuca City has adopted by Resolution No. 84-002 a code known as the Town Code of the Town of Huachuca City, Arizona [the "Code"], and has amended and republished the Code from time to time, as authorized by A.R.S. 9-240 (B) (28) and Town Ordinance No. 15-02; and

WHEREAS, pursuant to the Code Title 16, the Town Council may establish fees for services related to neighborhood preservation and vacant property registration; and

WHEREAS, pursuant to A.R.S. section 9-499.15, the Town Council published notice on its website, sixty days in advance, of its intent to consider adopting its neighborhood preservation and vacant property registration service fees; and

WHEREAS, the Town Manager has reviewed the costs of providing these services and has determined that the fee schedule, attached hereto as Exhibit "A" and incorporated herein by this reference, is necessary and appropriate to recover those costs; and

WHEREAS, the Town Council has determined that it would be in the best interests of the Town and its residents to adopt the fee schedule, attached hereto as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Huachuca City, as follows:

SECTION 1. The Fee Schedule, attached hereto as Exhibit "A," is hereby adopted.

SECTION 2. All ordinances, parts of ordinances, resolutions, parts of resolutions, policies, and parts of policies in conflict with the provisions of this Resolution, or any part hereof, are hereby repealed.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE
TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF
DECEMBER, 2019.**

ATTEST:

Johann Wallace, Mayor

Approved as to Form:

Janine Rustine, Town Clerk

Thomas Benavidez, Town Attorney

EXHIBIT A

[Neighborhood Preservation and Vacant Property Registry Fee Schedule must be attached]

**NOTICE OF PROPOSED NEIGHBORHOOD PRESERVATION AND VACANT
PROPERTY REGISTRY FEES**

The Town Council will consider implementing new fees related to its proposed Neighborhood Preservation and Vacant Property Registry Ordinance at its meeting on December 12th 2019, at 7:00 pm, at Town Hall located at 500 N. Gonzales Blvd, Huachuca City, AZ. The fees will be as follows:

- | | |
|--|-----------|
| • Initial Inspection to determine the existence of a violation | No Charge |
| • Re-inspections required in Title 16 | \$100 |
| • Board of Adjustment Appeal | \$300 |
| ○ Deposit for publication if required | \$250 |
| • Administrative Appeal | No charge |
| • Residential Foreclosure/Vacant Property Registry(Yearly) | \$100 |
| • Non-Residential Foreclosure/Vacant Property Registry(yearly) | \$250 |

Additional information concerning this proposal is also available on the homepage of the Town's website.



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

RESOLUTION NO. 2019-32

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF SIERRA VISTA FOR EMERGENCY SIGNAL MAINTENANCE SERVICES.

WHEREAS, the Town of Huachuca City has a need for emergency signal maintenance services; and

WHEREAS, Sierra Vista is willing and able to provide to the Town its services, at a reasonable cost; and

WHEREAS, A.R.S. 11-952 authorizes agreements between public entities for cooperative actions, and Huachuca City and Sierra Vista desire to jointly exercise their powers and enter into an Intergovernmental Agreement whereby Sierra Vista will provide its emergency signal maintenance services, pursuant to the terms of the agreement attached hereto as Exhibit AA@ and incorporated herein by this reference; and

WHEREAS, the Mayor and Council have determined that approval of the Intergovernmental Agreement is in the best interest of Huachuca City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

- Section 1.** The Town hereby approves the Intergovernmental Agreement, attached hereto as Exhibit AA.@
- Section 2.** The Town's officers are hereby authorized and directed to execute said Intergovernmental Agreement on behalf of the Town of Huachuca City.
- Section 3.** The Town's officers and staff are hereby authorized to take all steps necessary and proper to implement said Intergovernmental Agreement and give it effect.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE
TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF
DECEMBER, 2019.**

Johann Wallace, Mayor

ATTEST:

Janine Rustine, Town Clerk

Approved as to Form:

Thomas Benavidez, Town Attorney

EXHIBIT A

[Agreement with City of Sierra Vista must be attached.]

INTERAGENCY GOVERNMENTAL AGREEMENT

BETWEEN

THE CITY OF SIERRA VISTA

AND

THE TOWN OF HUACHUCA CITY

FOR

TRAFFIC SIGNAL REPAIR AND MAINTENANCE

This Interagency Governmental Agreement (hereinafter referred to as AGREEMENT) is entered into, in accordance with Arizona Revised Statutes, Section 11-952, on this ____ day of ____, 20____, by and between the City of Sierra Vista (hereinafter referred to as Sierra Vista), a municipal corporation, organized under the laws of the State of Arizona and the Town of Huachuca City (hereinafter referred to as Huachuca City).

BACKGROUND AND INTENT

WHEREAS, Huachuca City intends to install two emergency traffic signals on State Highway 90 to allow for safe access for emergency vehicles onto the highway and is responsible for maintenance; and

WHEREAS, Huachuca City does not employ staff qualified to maintain the emergency signals, but Sierra Vista is willing and able to provide Huachuca City with repair and maintenance services performed by a certified Traffic Signal Technician for its emergency signals.

WHEREAS, pursuant to Arizona Revised Statutes, Section 11-952, which allows contracts/agreements between public agencies for cooperative actions, Sierra Vista and Huachuca City desire to enter into an Interagency Governmental Agreement for Sierra Vista to provide traffic signal repair and maintenance to Huachuca City.

THEREFORE, in consideration of the mutual promises contained in this agreement, and of the mutual benefits to result there from, parties agree as follows:

SCOPE

Upon request by Huachuca City, Sierra Vista will provide repair and maintenance services to Huachuca City on its emergency traffic signals as listed in Exhibit A. All routine and regular maintenance will be scheduled at least two weeks in advance.

Sierra Vista will keep accurate and complete records as to the date, man-hours expended, equipment, and traffic signal parts used by Sierra Vista to resolve maintenance or repair requests pursuant to this Agreement.

Sierra Vista will invoice Huachuca City for labor at the technician's hourly plus burdened rate; equipment; and parts required for providing repair or maintenance services at the rates listed in Exhibit B. The rates in Exhibit B shall remain in effect during each fiscal year unless adjusted by Sierra Vista in writing to Huachuca City by June 30 of each year.

Sierra Vista agrees to provide Huachuca City with the contact information necessary to allow Huachuca City to request repairs and maintenance.

TERM

The initial term of this AGREEMENT shall be from January 1, 2020 through June 30, 2020. Thereafter, it shall automatically renew for successive one-year terms as of July 1 of each year, for up to three additional terms, unless either party notifies the other of its intent to not renew the AGREEMENT by written notice provided by June 1 prior to any renewal term. Otherwise, the AGREEMENT may be terminated as provided immediately below.

TERMINATION, DEFAULT, AND REMEDIES

Either party may terminate this AGREEMENT by giving the other party a 60-day prior written notice of its intent to terminate.

If Huachuca City fails to pay any of the sums required to be paid or fails to do any other things required to be done by Huachuca City under this AGREEMENT, Huachuca City shall be deemed to be in default. If Sierra Vista fails to perform the services required to be performed, fails to pay any of the sums required to be paid or fails to do any other thing required to be done by Sierra Vista under this AGREEMENT, Sierra Vista shall be deemed to be in default.

If Huachuca City, after written notice, fails to remedy any default within 30 days, or if the remedy requires more than 30 days or fails to begin and diligently pursue remedy of the

default within 30 days, Sierra Vista may, at its option, terminate this AGREEMENT by giving written notice of such termination to Huachuca City. Sierra Vista may also pursue any other remedies available to it under applicable law by reason of Huachuca City's default.

If Sierra Vista, after written notice, fails to remedy any default within 30 days, or if the remedy requires more than 30 days or fails to begin and diligently pursue remedy of the default within 30 days, Huachuca City may, at its option, terminate this AGREEMENT by giving written notice of such termination to Sierra Vista. Huachuca City may also pursue any other remedies available to it under applicable law by reason of Sierra Vista's default.

INSURANCE

It is understood that Huachuca City and Sierra Vista are both public bodies in the State of Arizona. Each party shall maintain worker's compensation insurance as required by state and/or federal laws, general commercial liability insurance, property damage insurance and automobile liability insurance with respect to its activities under this AGREEMENT.

Except as may be required by statute, the liability insurance referred to above shall provide, as a minimum, liability coverage for not less than \$1,000,000 combined single limit.

The limits of the required insurance shall be adjusted in accordance with the maximum limit of liability imposed on political subdivisions of the State of Arizona during the term of this AGREEMENT.

The insurance shall stipulate that the coverage shall not terminate or be canceled without thirty days written notice first being given to the Insured Party's risk manager. If the insurance is canceled or terminated prior to termination of the AGREEMENT, the Insuring Party shall provide a new policy with the same or greater limits. The Insuring Party agrees to maintain continuous, uninterrupted coverage for the duration of the AGREEMENT and to provide the Insured Party with evidence thereof.

INDEMNIFICATION

To the fullest extent permitted by law, Huachuca City shall defend, indemnify, and hold harmless Sierra Vista, its agents officers, officials and employees from and against all tortuous claims, damages, losses and expenses, including but not limited to attorney fees, court costs and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of Huachuca City, its agents or employees. Huachuca City's duty to defend, hold harmless and indemnify Sierra Vista, its agents, officers, officials and employees shall arise in

connection with any tortuous claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment or destruction of property including loss of use resulting there from caused by any of Huachuca City's acts, errors, mistakes, omissions, work or services in the performance or failure to perform under this AGREEMENT, including any employee of Huachuca City or any other person for whose acts, errors, mistakes, omissions, work or services Huachuca City may be legally liable. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

To the fullest extent permitted by law, Sierra Vista shall defend, indemnify, and hold harmless Huachuca City, its agents officers, officials and employees from and against all tortuous claims, damages, losses and expenses, including but not limited to attorney fees, court costs and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of Sierra Vista, its agents or employees. Sierra Vista's duty to defend, hold harmless and indemnify Huachuca City, its agents, officers, officials and employees shall arise in connection with any tortuous claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment or destruction of property including loss of use resulting there from caused by any of Sierra Vista's acts, errors, mistakes, omissions, work or services in the performance or failure to perform under this AGREEMENT, including any employee of Sierra Vista or any other person for whose acts, errors, mistakes, omissions, work or services Sierra Vista may be legally liable. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

ADMINISTRATION OF AGREEMENT

Each party shall designate a representative or representatives, notice of the same to be provided to the other party, who shall be jointly responsible for developing procedures to be utilized in fulfilling this AGREEMENT and providing other administrative services as necessary. Any disputes arising under this AGREEMENT which cannot be resolved by the above-mentioned representatives, shall be referred to the City Managers for joint resolution. Disputes not resolved at this level shall be referred to binding arbitration to be conducted by a panel of three arbitrators, one selected by each party, and the third selected by the two arbitrators.

NOTICES

Unless otherwise specified herein, any notice or communication required or permitted under this AGREEMENT shall be in writing and sent to the address given below for the party to be notified.

HUACHUCA CITY

Town Manager
500 Gonzales Blvd
Huachuca City, AZ 85616

SIERRA VISTA

City Manager
1011 N. Coronado Drive
Sierra Vista, AZ 85635

ASSIGNMENT

Neither party shall assign the rights or duties under this AGREEMENT to any third party without the written consent of the other party. Any such assignment in violation of this AGREEMENT will be grounds for termination of the AGREEMENT.

NON-DISCRIMINATION

To the extent applicable, the parties shall comply with all laws and regulations, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act and State Executive Order 75-5 which mandated all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap, with all federal regulations regarding equal employment opportunity, with relevant orders issued by the U.S. Secretary of Labor and with all applicable provisions of the Americans with Disabilities Act, Public Act 101-336, 42 U.S.C. Sections 12101-12213 and all applicable Federal Regulations under the Act, including 28 C.F.R. Parts 35 & 36.

RIGHTS OF PARTIES

The provisions of this AGREEMENT are intended only to define the respective rights and obligations of the parties. Nothing expressed herein shall create any rights or duties of any nature or kind in favor of any third party.

SEVERABILITY

The provisions of this AGREEMENT are severable to the extent any provision or application held to be invalid shall not affect any other provision or application of the contract, which may remain in effect without the invalid provision, or application.

OTHER TERMS

1. **WORKER'S COMPENSATION:** For purposes of workers' compensation, an employee of a Party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this intergovernmental agreement, is deemed to be an employee of both the Party who is her primary employer and the Party under whose jurisdiction or control or within whose jurisdictional boundaries she is then working, as provided in A.R.S. §23-1022(D). The primary employer of such employee shall be solely liable for payment of workers' compensation benefits for the purposes of this section. Each Party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the notice required.

2. **CONFLICT OF INTEREST.** This Agreement is subject to cancellation pursuant to the provisions of A.R.S. § 38-511 regarding Conflict of Interest.

3. **NO BOYCOTT OF ISRAEL.** In accordance with A.R.S. § 35-393.01, the parties certify that they are not currently engaged in, and for the duration of this Agreement agree not to engage in, a boycott of Israel, and will not adopt a procurement, investment, or other policy that has the effect of inducing or requiring a person or company to boycott Israel.

4. **COMPLIANCE WITH IMMIGRATION LAWS.** The parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to the parties' employment of its employees, and with the requirements of A.R.S. § 23-214(A) (together the "State and Federal Immigration Laws"). The parties shall further ensure that each sub-consultant who performs any work for the party under this Agreement likewise complies with the State and Federal Immigration Laws.

5. **INSPECTION AND AUDIT.** The parties agree to retain and dispose of all books, accounts, reports, files, and other records pursuant to the provisions of the Arizona State Library, Archives & Public Records General Records Retention Schedule for All State and Local Agencies. The parties further agree that such books, accounts, reports, files, and other records shall be subject to audit pursuant to A.R.S. § 35-214.

6. **PUBLIC RECORDS LAW.** Notwithstanding any other provision of the agreement, the parties understand that all of the other parties are public entities and, as such, are each subject to Arizona's public records law, A.R.S. § 39-121 et. seq.

7. **JURISDICTION AND APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of Arizona. Jurisdiction and venue for any action under this Agreement shall be in Cochise County, Arizona.

IN WITNESS WHEREOF, two identical counterparts of this AGREEMENT, each of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named on the date and year first above written.

APPROVED BY:

TOWN OF HUACHUCA CITY

By _____
Johann Wallace, Mayor

DATED: _____

ATTEST:

By _____
Janine Rustine, Town Clerk
Town of Huachuca City

APPROVED BY:

CITY OF SIERRA VISTA

By _____
Frederick W. Mueller, Mayor

DATED: _____

ATTEST:

By _____
Jill Adams, City Clerk
City of Sierra Vista

Pursuant to A.R.S. §11-952, this AGREEMENT has been reviewed by legal counsel for each party to determine it is in proper form and is within the power and authority granted under the laws of the State of Arizona to the respective client agency.

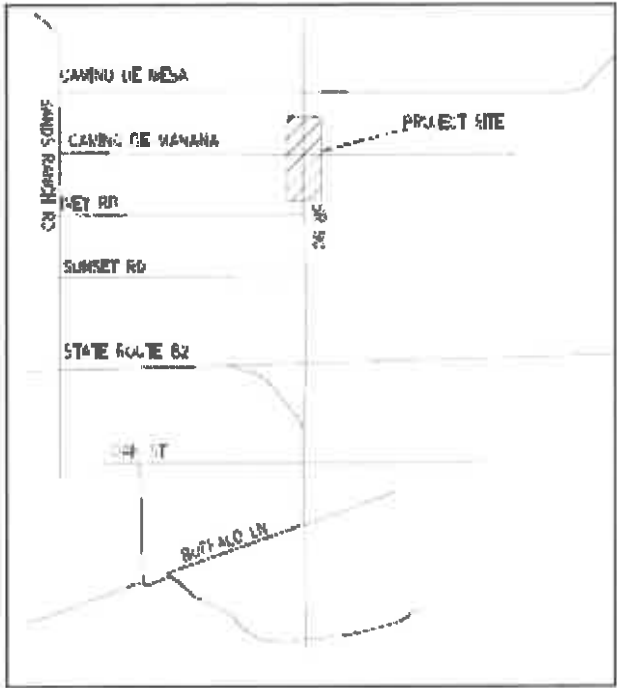
APPROVED AS TO FORM:

Thomas Benavidez, City Attorney
Town of Huachuca City

APPROVED AS TO FORM:

Nathan Williams, City Attorney
City of Sierra Vista

Exhibit A



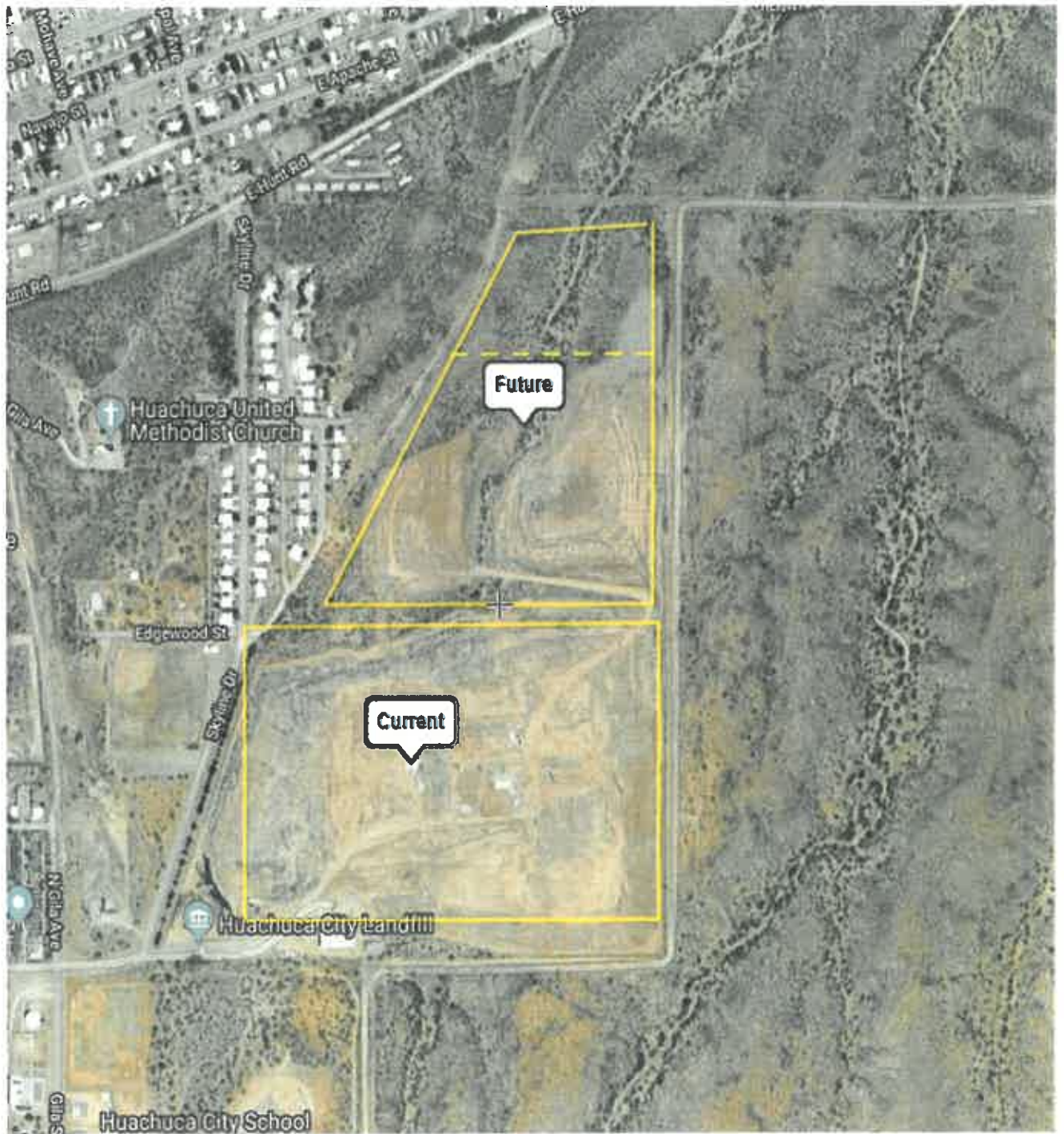
CAMINO DE MANANA RD PROJECT SITE



SCHOOL DRIVE PROJECT SITE

Exhibit B

(hourly rates plus burden, equipment rates)





Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

RESOLUTION NO. 2019-25

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AUTHORIZING THE INSTALLATION OF FOUR STOP SIGNS AT THE INTERSECTION OF MOHAVE AND NAVAJO STREETS.

WHEREAS, pursuant to Town Code Section 10.10.100 the Town Council may "designate through streets, intersections where stops are required, and intersections where vehicles shall yield the right-of-way; and

WHEREAS, Town staff has recommended installation of four stop signs at the intersection of Mohave and Navajo Streets; and

WHEREAS, the Council, having considered the recommendation of Town staff, finds that it would be in the interest of public safety to install the stop signs.

NOW, THEREFORE, BE IT RESOLVED by the Huachuca City Town Council that the Town shall install four stop signs at the intersection of Mohave and Navajo Streets.

BE IT FURTHER RESOLVED that Town staff is directed to take all steps and spend all funds, necessary and proper, to carry out the purpose of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the TOWN OF HUACHUCA CITY this 8th day of August, 2019.

Johann Wallace, Mayor

ATTEST:

Janine Collins, Town Clerk

APPROVED AS TO FORM:

Thomas Benavidez, Town Attorney

CONFIDENTIAL
EMPLOYEE EXIT INTERVIEW FORM

Date: _____

Name: _____ Security Social Number: _____

Location/Department: _____ Supervisor: _____

Hire Date: _____ Termination Date: _____

Starting Position: _____ Ending Position: _____

Starting Salary: _____ Ending Salary: _____

PART I: REASONS FOR LEAVING

More than one reason may be given if appropriate; if so, circle primary reason.

• **RESIGNATION**

- | | |
|--|--|
| <input type="checkbox"/> Took another position | <input type="checkbox"/> Dissatisfaction with salary |
| <input type="checkbox"/> Pregnancy/home/family needs | <input type="checkbox"/> Dissatisfaction with type of work |
| <input type="checkbox"/> Poor health/physical disability | <input type="checkbox"/> Dissatisfaction with supervisor |
| <input type="checkbox"/> Relocation to another city | <input type="checkbox"/> Dissatisfaction with co-workers |
| <input type="checkbox"/> Travel difficulties | <input type="checkbox"/> Dissatisfaction with working conditions |
| <input type="checkbox"/> To attend school | <input type="checkbox"/> Dissatisfaction with benefits |
| <input type="checkbox"/> Other (specify) _____ | |

• **LAI D OFF**

- ☐ Lack of work
☐ Abolition of position
☐ Lack of funds
☐ Other (specify) _____

RETIREMENT

- ☐ Voluntary retirement
☐ Disability retirement
☐ Regular retirement

Plans After Leaving

PART II: COMMENTS/SUGGESTIONS FOR IMPROVEMENT

We are interested in what our employees have to say about their work experience with the University. Please complete this form.

1. What did you like most about your job?

2. What did you like least about your job?

3. How did you feel about the pay and benefits?

- Rate of pay for your job
- Paid holidays
- Paid vacations
- Retirement plan
- Medical coverage for self
- Medical coverage for dependents
- Life insurance
- Sick leave

Excellent	Good	Fair	Poor

4. How did you feel about the following:

- Opportunity to use your abilities
- Recognition for the work you did
- Training you received
- Your supervisor's management methods
- The opportunity to talk with your supervisor
- The information you received on policies, programs, projects and problems
- The information you received on departmental structure
- Promotion policies and practices
- Discipline policies and practices
- Job transfer policies and practices
- Overtime policies and practices
- Performance review policies and practices
- Physical working conditions

Very Satisfied	Slightly Satisfied	Neutral	Slightly Dissatisfied	Very Dissatisfied

COMMENTS:

5. a) If you are taking another job, what kind of work will you be doing?

b) What has your new place of employment offered you that is more attractive than your present job?

6. Could the University have made any improvements that might have influenced you to stay on the job?

Other remarks (optional):

Employee's Signature

Date

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.

- () Discussed with employee
- () Right to file for unemployment benefits
- () Conversion of benefits
- () If retiring, state option for payment of unused leave _____

Interviewer's Signature

Date

Town Manager's Report

December 12, 2019

Dusk till Dawn- Dusk till Dawn financing has been secured thru BBVA. The sales tax revenue bond will be on a 15 year term. Closing is anticipated for December 18.

Town Manager Resignation- Town Manager Matthew Williams has submitted his resignation effective December 22, 2019. Williams will be starting as the Assistant City Manager for Litchfield Park, Arizona beginning December 30, 2019.

Interim Town Manager- Eric Duthie has been selected to serve as the Interim Town Manager for Huachuca City. Eric is expected to serve from December 15-April 15th. Eric has previously served as the Town Manager of Tusayan, St John's & Snowflake-Taylor, Arizona.

Town Manager Posting- The Town Manager's job has been posted to the League of Cities and Towns. The Town will be accepting applications thru February 7th which hopes to have a hire in place by late March 2020.

Council candidates-New Town Councilmember Jean Post will be sworn in during the December 12th Council meeting. Thank you to our other Council applicants.

Christmas Lights/Flags- The new Town Christmas lights have been installed. Thank you to our business sponsors:

- JD Rock & Sand
- Mr. Shed
- Grasshopper Landscaping
- Public Surplus

HURF RFP- The Town received two bids for the HURF projects. The bids were as follows:

- | | |
|--------|-------------|
| • BNR | \$31,419.03 |
| • KE&G | \$88,950.18 |

Council will select a winner at the December 12th Council meeting.

Chapter 16 fees- Chapter 16 fees are on 12/12 agenda for approval. As the ordinance is already past these fees go into place immediately (once approved).

Legacy Foundation Grant- The Town has been awarded a \$50,000 Innovation Grant from the Legacy Foundation for the Town bus line. Once funding is received the Town bus line will be rebuilt connecting Huachuca City to Sierra Vista and Tombstone to Sierra Vista. Fees will be charged, bus stops will be built and the bus line will be rebuilt to 5310/5311 federal grant standards.

Water/Sewer Fee Increases- Both Water/Sewer utilities will see a 3% increase in rates beginning January 1, 2020. On the average bill this will mean an increase of \$2.10. This 3% increase will happen automatically every January 1. It should be noted that garbage will increase 3% on July 2, 2020.

FY 2018-19 Audit presentation- Town auditors will present the FY 2018-19 audit presentation at the December 12th Council meeting. The Town has been giving a grade of "FAIR" for FY 18-19.

Emergency Signal RFP- The submitted bids will be presented to Town Council at the December 12th Council meeting.

Christmas Holiday- Town offices will be closed for Christmas holidays on Tuesday and Wednesday, December 24-25, 2019. Town offices will also be closed for New Year's Day, January 1, 2020.

Councilmember training- Councilmember Debra Trate and Council appointee Jean Post attended Councilmember training in Phoenix, on Friday, December 6th

Town Christmas Events- Town Christmas events are scheduled as below:

- Town Christmas Tree Lighting-Friday, December 13th 6:00pm
- Polar Express Event-Friday, December 13th 6:30pm
- Town Christmas Parade-Saturday, December 14th 10:00am (Starts on Howard Street)
- Christmas Toy Run- Saturday, December 7th
- Toy Run Pancake Breakfast, Saturday, December 7th 9am-11am @ Senior Center
- Christmas Toy/Food Basket Pickup Event-Tuesday, December 18th 6pm at Library

Upcoming Meetings-

- Tuesday, December 10 6pm Coffee with Us at Community Center
- Thursday, December 12 5:30pm Public Hearing-CDBG 2020
- Thursday, December 12 6pm Council Work session- Whetstone IGA
- Thursday, December 12 7pm Council meeting

Town Clerk-

Town Clerk Janine Rustine attended elections training in Phoenix the week of December 2-6, 2019. She passed her certification test with 93%.

Finance Clerk's

Finance Clerk's Report for Council Meeting

- Total Bank Balance as of December 5, 2019 is \$ **779,410.72**

Please keep in mind, Operating Account Balance includes \$27,000 for Signal Project and \$32,150 for Library Grants. Therefore, Operating Account Actual Balance is \$139,897.10.

- a. Operating Account \$199,047.10 - \$27,000 - \$32,150 = \$ 139,897.10
 - b. Basic Business Checking with Interest \$ 25,816.49
 - c. General Fund \$ 11,402.12
 - d. Water Savings \$ 72,790.85
 - e. Sewer Savings \$ 41,139.86
 - f. HURF Savings \$ 85,590.32
 - g. Landfill Savings \$ 106,169.90
 - h. State Infrastructure Fund \$ 192,805.20
 - i. Police Car Savings \$ 41,026.74
 - j. Holiday Basket Savings \$ 3,622.14
- Special "Thanks" to the Audit Team
 - a. Haymore & Forsberg CPA
 - b. Library Director
 - c. Court Clerk
 - d. Public Work/Landfill Supervisor
 - e. Whetstone Fire District
 - f. Town Clerk
 - g. SW Building Inspection Service
- Effective January 1, 2020, Arizona's Minimum Wage and U.S. Department of Labor-Exemption Salary Basis Changes
 - a. Minimum Wage Change-\$12.00
 - Police Department
 - 1. Record Clerk-2
 - 2. Animal Control Officer-2
 - Library Department
 - 1. Library Aide-5
 - b. Exemption/Salary Basis Change-\$17.10
 - Administration
 - 1. Town Clerk

- Total donation received as of 12/05/2019 for Business Sponsorships of Town Christmas Lights is \$2,000.00
 - a. J & D Roll Off & Hauling Donated \$500
 - b. Mr. Shed Inc Donated \$500
 - c. Grasshopper Landscaping & Maintenance LLC Donated \$500
 - d. Public Surplus Donated \$500
- Total expenses as of 12/05/2019 for Town Christmas Lights is \$4,464.00
 - a. \$1,854.00 for Christmas Light Decorations
 - b. \$2,610.00 for material Christmas Light Poles

Police-

Police:

HCPD will work with the residents to come into Town Code compliance as Title 16 is rolls out. This is an on-going opportunity to educate our citizens on what has changed and future expectations. Staff continues to identify issues with SEACOM and work with their staff to resolve these issues. HCPD continues to explore the option of moving our repeater to the Tower on Skyline. HCPD is attempting to secure a USDA Grant for two new police vehicles. Officer Miriam Bear has successfully completed the academy and has started her FTO. One task to graduating was to go through Taser training which I attended. Lt. Glowacki retired on 12-9-2019. A final radio call was set up with SEACOM as well as our own department for Lt. Glowacki's family to recognize his accomplishment. Traffic Signal project on School Drive and SR90 is in full swing. With the help of the Arizona Rangers and creative scheduling, we will provide safety for the numerous Town events upcoming. ADOC Prisoner training completed by day shift personnel including Animal Control.

Records:

Paul and Brandye continue to evolve our front desk operation. SEACOM has recently requested that we take walk in traffic to determine if the individual has a records need or requires police contact. This appears to be working. The Red phone in the lobby makes this possible. HCPD will be waiting on feedback to see if this is helpful to SEACOM Operations. Brandy is working on the UCR (Uniform Crime Reporting). Gerri is working on the transition with CAO and the transmittal of Felony cases.

Animal Control:

Currently, the Animal Shelter carry's two Part Time employees. Your two ACO's are Rebecca Sizemore and Gerald Hursh. The animals will continue to be transported to the Sierra Vista Animal Shelter by our Animal Control Officers. Animal Control Officers will also help out with Town events going forward.

Whetstone Fire-

No report provided

Library Report-

1. During the month of October **1,805** people visited the library or attended library programs. This includes 192 children who attended 20 children's programs and 99 adults who attended 13 adult programming events.
2. This week, the Friends of the Library put together gift bags to give to the children at our Polar Express event on Fri, Dec 13th. The library will be closed on Dec 13th so we can prepare for the event.
3. We have received donations totaling \$1150 for our Holiday Gift Basket Program. This includes \$50 from our Friends group, \$100 from a private citizen and \$1,000 from another private citizen.
4. Applications for the Holiday Baskets are out at the library. We have received 13 applications so far.
5. The annual Toy Run (Sons of Hell's Angels) will be Saturday, Dec 7th. We will be serving pancakes and sausages (all precooked) from 9:30 to 11 to the motorcyclists.
6. Toy sorting will take place the following week and packing of toys for families will be on Dec 16. Members of the Junior National Honor Society from Huachuca City Elementary School will assist with packing the toys.
7. Distribution to families will be on Dec 18th at 6:00 pm at the Library. Council is invited to attend and assist.
8. We have two speakers scheduled in December. On Dec 5, Lauren Bailey, Storm-Chaser Extraordinaire will shared her adventures and photos and on Dec 19, George Whitehead will tell us about the Healers, Quacks and Elixirs of Old Cochise. Preschool Storytime is every Wednesday at 10:30 am. Our school age programs will not meet during Winter Break (Dec 22 – Jan 6).
8. The Community Garden received a legacy foundation grant in the amount of \$50,000 for our Community Garden project behind the library. We are actively looking for another \$13,000 to complete the project.

UPCOMING EVENTS

Tue, Dec 10 – Senior Center Planning Mtg @ 1 pm @ Senior Center

Tue, Dec 10 – Coffee With Us @ 6:00 pm @ Community Center

Thu, Dec 12 –CDBG Hearing @ 5:30 pm @ Town Hall

Thu, Dec 12 –Work Session @ 6:00 pm @ Town Hall

Thu, Dec 12 –Council Mtg @ 7 pm @ Town Hall

Fri, Dec 13 – Tree Lighting @ 6:00 pm, in front of Fire Station

Fri, Dec 13 – Polar Express @ 6:30 pm @ Library

Sat, Dec 14 – Christmas Parade @ 10 am (see facebook for route)

Tue, Dec 17 – PSPRS @ 5 pm @ Town Hall

Wed, Dec 18 - Chiricahua Mobile Clinic, 8:30 - 4 pm @ Senior Center

Thu, Dec 19 – Healers, Quacks & Elixirs of Old Cochise @ 10 am @ Town Hall

Fri, Dec 20 - Community Food Bank TEFAP food box distribution @ 8:00 am.

Tue, Dec 24 & Wed, Dec 25 – Town Offices Closed for Christmas

Wed, Jan 1 2020 – Town Office Closed for New Year's

Senior Center Report –

1. Effective 1 December, the center extended its hours to include Thursdays. It is now open from 8:30 – 2 on Wednesday, Thursday and Friday.
2. Game night continues to be a big hit. Approximately 25 people attend Game night which is held on the 1st and 3rd Thursday from 5 to 8.
3. The Seniors are now collecting personal hygiene items to give to the needy.
4. We are still working on getting outside lights installed, the big-screen tv mounted on the wall and providing internet at the Senior Center.
5. Community Food Bank TEFAP food box distribution is expected to begin on Dec 20th.

Public works Foreman/Landfill-

To: Town Manager.
From: Public works Foreman and Landfill Supervisor.
Subj: Work load

1. All Daily rounds have been completed at all Well Sites, Sewer Ponds, and Landfill.
2. All, Annuals, Semi Annuals, Quarterly, and Monthly Samples for the Holding Ponds, Landfill and Waste Water Facility have been pulled and sent to Tucson.
3. All Total Coliform Samples have been pulled sent to Tucson.
4. MRDL report "Maximum Residual Disinfectant Level" submitted to ADEQ.
5. Repairs to Service Line on Tomahawk, Arrowhead and Gila Streets have been completed by Public works.
6. Various Water Sets have been repaired, replaced. Along with new meters, and risers.
7. Public works patched the work on Tomahawk, Arrowhead and Gila Streets.
8. Agitators on Holding Pond One at the Waste water Facility have been cleaned, and service.
9. Waste Water Facility has been cut and cleans to keep in compliance with ADEQ.
10. Public completed the set up on the new service truck for the Landfill.
11. Repairs to D1 Dump Truck, D6T Track, 310D Back Hoe and 966D Front Loader have been completed.
12. Public works setting up Christmas decorations throughout Huachuca City and preparing vehicles for Christmas Parade.

BUILDING OFFICIAL

BUILDING OFFICIAL/ZONING ADMINISTRATOR REPORT 12/19

Building Dept.

The rebuild of the house on Navajo that burned down a few years back is now underway. The concrete foundation was poured this week. Preparations are underway to begin the rough framing.

Zoning Dept.

Planning and Zoning Commission met on December 4 for their last regular meeting for the year. They have approved the proposed Hemp Ordinance which outlines the zoning classification and regulations for this new industry. The public hearing is on hold until at least one new member joins the Commission. There are currently two openings. I want to be sure we can guarantee a quorum before funds are spent on publications of a public hearing. The Commission also reviewed a General Plan update report (copy attached) which outlines progress to date.

Code Enforcement

Preparations are underway for the implementation of the new Title 16. Education of the citizens and property owners of the new property requirements and the vacant property registration will begin the week of December 9. I am planning to have about 4-6 weeks of grace period before full enforcement will begin.

Respectfully submitted,

Dr. Jim Johnson, PhD, CBO, CCI
Building Official/Zoning Administrator

GENERAL PLAN 2019 YEAR-END REVIEW

Planning and Zoning Commission is to periodically review the adopted General Plan to determine whether any adjustments are necessary and evaluate progress on meeting the stated goals and objectives. In my professional opinion, the Town is progressing well in the Plan implementation and no adjustments are necessary. The following is a general review of the progress.

LAND USE GOALS AND OBJECTIVES

Goal 1: Provide for the orderly and planned growth of the Town.

Objective 1.1: Accommodate a range of development activities in appropriate locations to minimize land use conflicts. *Currently working on updating zoning class allowable uses to accommodate additional uses.*

Objective 1.2: Promote in-fill development and adaptive re-use of commercial and residential parcels within the Town. *Long term priority*

Objective 1.3: Continually review existing land use controls, including zoning and local ordinances for their effectiveness and applicability. *Currently reviewing allowable uses and regulations.*

Objective 1.4: Work cooperatively with adjacent jurisdictions and landowners for the planned and orderly incorporation of new lands into the Town. *Long term priority*

Objective 1.5: Enact measures to ensure the town's critical infrastructure is proactively maintained and poised to support future growth within the town. **Long term priority**

Goal 2: Improve the visual quality and overall aesthetic appearance of the Town.

Objective 2.1: Promote the use of landscaping, planting, building improvements and attractive signage to improve and beautify the Town's appearance and enhance its small-town character. **Updated the Sign Code to eliminate aesthetic blight and reduce visual clutter, along the main business corridor through Town.**

Objective 2.2: Promote the use of local funds, business grants and sales tax money for "facelift" improvements to local business. **Long term priority.**

Objective 2.3: Develop a community wide clean-up program. **Long term priority**

Goal 3: Retain and enhance the small-town, rural desert character of the Town.

Objective 3.1: Encourage new residential and commercial developments to locate within defined areas where infrastructure, safe pedestrian access and auto traffic access can be accommodated. **Long term priority**

Objective 3.2: Provide a continuous, publicly based planning process that is responsive to the needs and concerns of Town residents. **Initiated a Citizen Review Process prior to any Planning and Zoning activity requiring a public hearing.**

Objective 3.3: Identify and create a distinctive Town Identity. **Long term priority.**

Goal 4: Protect the natural resource amenities of the Town.

Objective 4.1: Encourage the creation and development of open-space areas and trail networks for recreational use. **Long term priority.**

Objective 4.2: Maintain the integrity of night-sky viewing and work to minimize light pollution as new development takes place. **Long term priority.**

Objective 4.3: Promote measures that protect the quality of the Town's water and air. **Long term priority**

Objective 4.4: Preserve the panoramic mountain views of the Town. **Long term priority.**

Goal 5: Ensure the long-term quality and integrity of the Town's built environment.

Objective 5.1: Promote programs that assist residents and property owners in the Town to maintain and improve their property, residences and businesses. **Long term priority.**

Objective 5.2: Maintain a continued system of efficient and equitable zoning code enforcement and building code compliance in the Town to minimize land use conflicts, promote health and safety and protect property values. **Ongoing enforcement.**

Objective 5.3: Ensure the future of the Town’s built environment by working to attract quality residential developments. **Efforts are ongoing.**

Objective 5.4: Improve the quality of manufactured homes by encouraging cleanup maintenance, removal and requirements for skirting. **Enactment of manufactured home zoning requirements and park regulations.**

COMMUNITY DEVELOPMENT GOALS AND OBJECTIVES

Goal 1: Enhance the quality of life of the Town through the promotion and development of leisure, recreational and cultural activities.

Objective 1.1: Work to enhance existing youth programs and create new programs and facilities for year-around youth activities including sports, recreation and educational opportunities. **Efforts are ongoing.**

Objective 1.2: Encourage the creation of new park areas, trails, sports fields, and community facilities. **Long term priority.**

Objective 1.3: Provide an atmosphere in the Town that is welcoming to cultural events and activities. **Efforts are ongoing.**

Objective 1.4: Promote the scenic, environmental and historic amenities of the Town and region as a means of attracting and increasing tourism activity. **Long term priority.**

Objective 1.5: Identify means of making Huachuca City a destination rather than a “pass through / drive through” community. **Long term priority.**

Objective 1.6: Repair existing recreational facilities. **Proposing using CDBG grant money to update Leffingwell Park.**

Goal 2: Promote and encourage new economic development activity within the Town.

Objective 2.1: Explore new revenue sources for the Town. **Efforts are ongoing.**

Objective 2.2: Ensure an adequate infrastructure system, land base and efficient permitting process to provide for future economic growth and development. Efforts are ongoing.

Objective 2.3: Treat in-fill and adaptive reuse of existing commercial sites as a “growth area”. Efforts are ongoing.

Objective 2.4: Provide incentives and benefits to incoming enterprises that make use of in-fill and existing commercial sites for their business. Long term priority.

Objective 2.5: Encourage the development of new retail, service sector and “clean” light industrial businesses to locate in the Town and actively pursue these businesses with a directed marketing and Town-promotional campaign. Long term priority.

Goal 3: Promote wise use of the Town’s financial and natural resources.

Objective 3.1: Develop an impact fee ordinance to ensure new developments pay their fair share of the costs of their creation. Long term priority.

Objective 3.2: Continually review community needs for law enforcement, fire protection and government services and make budget provisions for these services. Efforts are ongoing.

Objective 3.3: Encourage Town-wide water saving techniques including graywater re-use, xeriscape landscaping techniques and water conservation education. Long term priority.

Objective 3.4: Develop a Town-wide Wellhead Protection plan and implement techniques to protect the quality of the Town’s subsurface water resources. Long term priority.

Objective 3.5: Work to establish some form of alternative energy for the town to reduce its carbon footprint and potentially serve as another revenue stream through the return of excess power to the local grid. Long term goal.

CIRCULATION GOALS AND OBJECTIVES

The primary goals of the Town’s transportation system are to improve the mobility of people and goods, provide viable alternatives to the “drive alone” mode, protect the natural environment, support economic development, and sustain public support for the transportation planning and funding efforts. The factors considered in the development of a comprehensive transportation and circulation plan include supporting the economic viability of the area, increasing the safety of the transportation system, and improving accessibility and mobility options for people and goods

At present, the Town is working with SVMPO to provide grant money to install an emergency signal light at the corner of Huachuca Blvd. and School Drive, as well as possible road repairs within the Town. In addition, the Town is working on funding for the return of the Community Bus Service.

SEACOM- A new SEACOM director has been hired and will be starting in late December. The Town will be hosting the December SEACOM meeting at the Community Center on Thursday, December 12th starting at 8am.

SVMPO/SLRP/TAC-

**Upper San Pedro Partnership (USPP) Technical Committee
November 20, 2019 Meeting
Report submitted by Councilmember Joy Banks**

The Tech Committee will find out about their Bureau of Reclamation (BOR) grant for their web portal in early January, barring any federal government shut-downs.

The USPP website has been further updated. The Mission and Purpose statements have been changed. Suggestions for condensing topics into fewer headings and archiving old reports were discussed.

The representative from AZ Dept. of Environmental Quality (ADEQ) Hans Huth talked about the difficulties with monitoring the water levels and getting water samples at the Horseshoe Draw recharge site. It's remote, on private land, and inaccessible after heavy rain events, which is the best time to get water samples to check for bacterial contamination. There may be a local resident willing to hike into the site and get samples as needed. Problems with the remote water sensor camera have developed and the system is shut down for now until new software code can be devised.

Results of the Wet/Dry Mapping of the San Pedro River were presented by The Nature Conservancy representative Brooke Bushman. This year's results do not include the Mexican portion of the river as there was dangerous drug-cartel activity throughout that area. Changes to the AZ State Trust Land's permitting process also denied volunteers access to the river where it crossed state trust land, so that data is absent. 2019's results were improved from 2018, with 51% of the observed river being 'wet' (with standing or flowing visible water) compared to only 44% in 2018, which was the driest percentage since the wet/dry mapping began roughly 20 years ago.

The next meeting is scheduled for January 15, 2020 at the upstairs conference room at the Sierra Vista City Hall.

Upper San Pedro Partnership (USPP) Partnership Advisory Commission (PAC)

November 13, 2019 Meeting

Report Submitted by Councilmember Joy Banks

Eleven member agencies of the USPP PAC were in attendance, just enough for quorum.

The new Cochise County Supervisor Tom Borer was voted in as the new Chair.

There was discussion of paying for overhead costs in contracts with member agencies such as the University of AZ Cooperative Extension office. It was agreed that overhead should not be paid in the future. The Bylaws will be changed at a future date to reflect that.

The USPP Technical Committee representative said they are waiting to hear back about their Bureau of Reclamation (BOR) grant for the interactive web portal. The final amount requested was \$208,000. The Wet/Dry Mapping of the San Pedro River took place last June and it showed the driest results on record.

The representative from the US Dept. of Agriculture's Agricultural Research Station at Walnut Gulch (USDA-ARS) said ARS was approved for new buildings two years ago at their Tucson and Tombstone offices and that construction is finally underway. He invited partners to visit Washington, DC and let Congress know of the need for continued funding for projects and monitoring.

The next USPP PAC meeting is scheduled for Wednesday Feb. 12, 2020 at the Sierra Vista Library. The public is welcome to attend.

Visit the updated USPP website at <https://uppersanpedropartnership.org>

Sierra Vista Metropolitan Planning Organization (SVMPO)

Executive Board

November 14, 2019 Work Session & November 21, 2019 Regular Meeting

Report by Councilmember Joy Banks

Nov. 14 Work Session: All board members were present along with AZ Dept. of Transportation (ADOT) engineer Rod Lane via phone. Also present were Karen Lamberton SVMPO Administrator, Sierra Vista Ass't City Mgr. Victoria Yarborough, Huachuca City Town Mgr. Matthew Williams, and Federal Highway Administration representative Ed Stillings (by phone).

Discussion began on the hosting agreement between the SVMPO and Sierra Vista, with the goal of eliminating vague language and bringing the agreement in-line with ADOT

recommendations. (Note: ADOT is the regulatory agency responsible for overseeing all MPOs in the state.) Ms. Yarborough gave background on the proposed changes.

Next the board discussed the composition of the SVMPO Board. Currently there are 6 members: 3 elected officials from Sierra Vista, 1 elected official from Cochise County, 1 elected official from Huachuca City, and 1 ADOT representative. ADOT is not currently a voting member, so only 5 members vote. Sierra Vista, with 3 members, holds quorum, or the majority, on each vote. The SVMPO is the only MPO in the state that does not allow ADOT a vote. Ms. Lamberton and Rod Lane gave background on why ADOT is normally a voting member, because of how federal funding is applied to the MPOs. It was also noted that the ADOT position for each MPO is usually filled by the AZ State Transportation (AST) board member for that region. Currently this region does not have an AST member, but we were advised that Richard Searle may be appointed by the Governor in early 2020 and would then be the ADOT member on the SVMPO with Engineer Rod Lane as alternate. This item will be brought back for discussion and action once the Governor makes the appointment.

Jurisdiction match requirements were then discussed, with board members concurring that a fair and equitable formula could be devised based on combining percentages of population and federally classified roadway miles within each jurisdiction.

Nov. 21 Regular Meeting: All members were present. Huachuca City's pre-emptive emergency signal project was discussed. Bids received by the Town were higher than estimated due to ADOT-qualified contractors being in short supply. The board approved transferring \$50,000 of uncommitted Surface Transportation Block Grant (STBG) funds to the project and Huachuca City will apply its accumulated HURF funds to make up the balance. Sierra Vista Transit learned they had FY2017 funds that needed to be spent, and along with funds from Sierra Vista's transit budget they will purchase a new fleet service truck to replace an older one.

The Bylaws revision concerning the new formula for member jurisdiction match requirements based on the percentage of population and federally classified roadway miles was approved.

Further bylaws changes included how special subcommittees, such as the Bicycle/Pedestrian Advisory Committee, should be set up and administered. The changes were approved.

Rod Lane with ADOT updated the board on local projects for 2020, which include replacement bridges for Rte. 80 and Rte. 82 where they cross the San Pedro River. —end—

Ft. Huachuca Sentinel Landscape Restoration Partnership (SLRP)

October 30, 2019 and December 4, 2019 Meetings

Submitted by Joy Banks, Councilmember

October 30 Meeting: The Fall Partnership Meeting of the Ft. Huachuca Sentinel Landscapes (FHSL) took place on Ft. Huachuca. The 40+ attendees included federal, state, and local representatives, plus several nonprofit groups and private landowners. We viewed the new

Sentinel Landscapes (SL) video that showcases each of the seven SLs across the US, including FHSL. Also, the first SL Accomplishments Report was presented, giving an up-to-date snapshot of the program's achievements during its first six years. FHSL partners then discussed how to make achievements measurable beyond just "dollars and acres". Ideas include featuring stories from jurisdictions and landowners to better explain the impact of the SL on their area and help create more public interest. An interactive map for FHSL is proposed that will show the funding resources available to each particular landowner or jurisdiction.

Ft. Huachuca is considering adding the Tombstone Military Operating Area (MOA) area to the FHSL footprint. The Tombstone MOA, which extends 100 miles east from the FHSL across the New Mexico 'boot heel', acts as additional, shared airspace for special maneuvers. This request is due to the US National Defense Strategy's report showing increasing need for connected stretches of airspace for long-distance surveillance testing. The addition of the Tombstone MOA will give the Fort more options for its Electronic Proving Ground and increase the Fort's value to US national security.

Please visit the Sentinel Landscapes website at <https://sentinellandscapes.org>

December 4 Meeting: Sentinel Landscapes Restoration Partnership (SLRP), a sub-group of FHSL, met at the Sierra Vista Library. FHSL Coordinator Alanna Riggs and SLRP Chair Willie Sommers talked about incorporating the FHSL Partnership goals into our work plans. There was discussion about other parameters we might use to measure 'success' such as bird counts, vegetative monitoring, volunteer hours, etc. There was discussion about what map layers would most benefit the partners, also the pressing need to hire a dedicated GIS mapping person, perhaps as a grant proposal. Examples of interactive maps were shown.

The Chair and Vice-Chair positions rotate annually, so this is Willie's last meeting as Chair. Ryan Fitzpatrick and Shane Hall from Ft. Huachuca will take the position of co-Chairs at the next meeting in February 2020. Meetings will continue the pattern set this year, being held on the first Wednesdays of each even-numbered month throughout 2020. A Sierra Vista representative will look into keeping the venue as the Mona Bishop Room at the SV Library.

Members updates included a report from the Bureau of Land Management representative who said a draft Environmental Analysis (EA) of the Las Cienegas and San Pedro Riparian National Conservation Areas might be completed by February. General information about private lands in those areas may be included to add a better picture of wildlife corridors, etc.

AWARD AMT \$28,150

LSTA GRANT - DIGITAL HISTORY PROJECT

AMOUNT/DATE Received: 9/16/19

EXPENDITURES

\$28,150.00

UNEXPENDED

1,238.19

\$

26,911.81

LSTA mini-GRANT - HOTSPOTS
AWARD AMT \$4,000

AMOUNT RECEIVED/Date	\$4,000
EXPENDITURES	0
UNEXPENDED	\$4,000

LEGACY GRANT FOR SUMMER SPLASH**AWARD AMT \$5,400****AMOUNT RECEIVED/Rec'd July 2019****\$5,400****EXPENDITURES****2,821.67****UNEXPENDED****\$****2,578.33**

Stone Garden**Date**

Award Amount	79,100.00	7/1/2019	Amount Reimbursed
Amounts Expended	44,090.70	yr to date	44,090.70
	2,213.37	8/15/2019	2,213.37
	1,170.35	8/29/2019	1,170.35
	1,324.88	9/12/2019	1,324.88
	5,332.19	10/28/2019	5,332.19
	4,496.79	11/27/2019	

Grant Balance **20,471.72**

Total Reimbursements **54,131.49**

Date

9/6/2019

10/1/2019

11/1/2019

11/18/2019

GOHS Speed Enforcement	Date
------------------------	------

Award Amount	13,604.00
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Amount Reimbursed

Amounts Expended

2,441.25

2,441.25

Grant Balance	11,162.75
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Total Reimbursements	2,441.25
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Date

6/27/2019

Closed as of 9/30/19

GOHS DUI**Date**

Award Amount	20,158.00	Amount Reimbursed	
Amounts Expended	1,078.98 yr to date		1,078.98
	689.47 5/1/2019		689.47
	1,612.47 jul & Aug sent 10/16		1,612.47

Grant Balance **16,777.08**

Total Reimbursements **3,380.92**

Date

yr to date

9/9/2019

11/5/2019

Closed 9/30/19

GOHS DUI	Date
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Award Amount	3,000.00
--------------	----------

Amount Reimbursed

Amounts Expended

Reimbursements requested quarterly

Grant Balance	3,000.00
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Total Reimbursments	-
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Date

Closed 9/30/19

Stone Garden		Date
Award Amount	11,000.00	Amount Reimbursed
Amounts Expended	yr to date	

Grant Balance	11,000.00	Total Reimbursments	-
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Date